New Position Description: Case Manager

Position Justification

Reason for Position Update
Create New Position

Justification of Need
This is a new position that will serve as a Case manager for respondent support services on campus. This position will be responsible for developing, implementing and evaluating programs as well as coordinating and training a diverse team of respondent support advisors. The position will also provide brief counseling and facilitate AOD and Health Coaching sessions with students.

Currently: blank

Classification

Classification Information

OneUSG Connect Job Title
Social/Human Service Professional

OneUSG Connect Job Code
487X00

Pay Grade

FLSA

SOC

Annual Minimum

Annual Midpoint

Annual Maximum

Is this a Position of Trust?

Classification Description

Minimum Qualifications
Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Internal HR Comments

Market Survey Section

UGA Market Code

Primary External Market Survey

Primary External Market Code

Secondary External Market Survey
https://www.ugajobsearch.com/hr/actions/27655/print_preview
Secondary External Market Code

Position Details

Seated Employee Information

Employee First Name
Employee Last Name
UGA PeopleSoft Employee ID
UGA Badge Number
Work Email

Position Information

Action Number S06768A
Working Title Case Manager Currently: blank
OneUSG Connect Job Title Social/Human Service Professional
OneUSG Connect Job Code 487X00
Pay Group 18A - Salaried Currently: blank
Major Unit VP FOR STUDENT AFFAIRS
Division AUXILIARY SERVICES - GROUP B
HR Department UHC Health Promotions
Campus Address 55 Carlton Street Currently: blank
Campus City Athens Currently: blank
Campus State GA Currently: blank
Campus Zip Code 30602 Currently: blank
Campus Business Phone 706-542-8690 Currently: blank
Is this a supervisory position? No Currently: blank
If yes, then how many Full Time Benefit Eligible Staff are supervised? 0 Currently: blank

Names/Titles of Employees Supervised
Student Assistants Currently: blank

FTE
1.0 Currently: blank

Standard Hours
40.00 Currently: blank

Standard Work Period
Weekly Currently: blank

Full Time/Part Time
Full Time Currently: blank

Effective Date
06/01/2019 Currently: blank

Minimum Qualifications

https://www.ugajobsearch.com/hr/actions/27655/print_preview
Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Position Summary
This position supports the University’s wellness and prevention efforts and is part of a dynamic Health Promotion team that is making a difference, including a positive health behavior culture shift, and changing students’ lives. The Case Manager in collaboration with other team members is responsible for utilizing evidence and theory-based principles to develop, implement, and evaluate programs that are part of a comprehensive prevention, early intervention, and wellness strategy for students. The Case Manager will coordinate and help train a diverse team of respondent support advisors on campus. The person in this role will also provide brief counseling and facilitate Brief Alcohol Screening and Intervention for College Students (BASICS) sessions in addition to health coaching. Works some nights and weekends to interact directly with students and facilitate programs.

Knowledge, Skills, Abilities and/or Competencies
Demonstrated skills in implementing group and population based educational trainings, and individual interventions. Knowledge and understanding of trauma informed practices. Knowledge of and the ability to apply health education and prevention principles, theories, and practices to a broader campus setting. Familiarity with regulatory compliance related to confidentiality including HIPPA, FERPA, 42CFR and state and college guidelines.

Physical Demands
Ability to effectively communicate and interact with a variety of students and staff via email, telephone, and in person.

Impact and Influence
This position will interact and work closely with the Health Promotion Department staff, and will train UGA partners to serve as respondent support coordinators for students navigating the university student conduct process. Additionally, this person will participate as a member of the UHC collaborative care team and provide brief counseling and treatment planning. This position will have a significant level of autonomy, with the Director of Health Promotion as their direct supervisor. Because this position will directly support students navigating the student conduct process and also will be providing brief counseling, decisions made in this position will have a strong impact on the organization as a whole.

Job Indicator
Primary Currently: blank

Does this position have operation, access, or control of financial resources?
No Currently: blank

Does this position require a P-Card?
No Currently: blank

Is having a P-Card an essential function of this position?
No Currently: blank

Is driving a responsibility of this position?
No Currently: blank

Does this position have direct interaction or care of children under the age of 18 or direct patient care?
Yes Currently: blank

Does this position have Security Access (e.g., public safety, IT security, personnel records, or patient records)?
Yes Currently: blank
PeopleAdmin Position Number
PeopleSoft Position Number
PeopleSoft Supervisor Position Number 11803279 Currently: blank

Budget Summary

Budget Account Name Health Promotions Currently: blank
Budget Account Number 18570201401001 Currently: blank
Percent 100 Currently: blank

Position Supervisor

Supervisor Position Description

Job Title DIRECTOR, HEALTH PROMOTION
Position Number 18971
Org Unit UHC Health Promotions (H1000750)
First Name ELIZABETH
Last Name PRINCE
Email lprince@uga.edu

Position Documents

New Position Description Documents
1. Current Organizational Chart (PDF | 247 KB)
   HP org chart
2. Supporting Document 1 (PDF | 62.8 KB)
   Job description
3. Supporting Document 2 (PDF | 51.9 KB)
   approved RTF

Current Position Description Documents

No documents have been attached.