

**UNIVERSITY OF HOUSTON  
DEAN OF STUDENTS OFFICE**



**Dean of Students Office**

**SFAC BASE AUGMENTATION REQUEST  
FISCAL YEAR 2014**

Submitted by:  
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## **Dean of Students Office FY 14 Base Augmentation Request**

### **UNIVERSITY OF HOUSTON DEAN OF STUDENTS OFFICE**

#### **Case Manager Position Description**

The Case Manager is a Division of Student Affairs professional staff member and fills various roles in support of Dean of Students Office programs, support services, and initiatives. The responsibilities of the Case Manager include assuming a primary role in the assessment, referral, and case management of various student issues, including health and mental health emergencies.

The Case Manager reports directly to the Dean of Students and may receive referrals from any University personnel.

#### **Qualifications**

- Master's degree in social work, psychology or related field
- Licensed Clinical Social Worker or Licensed Mental Health Counselor
- Minimum of 3 years full-time professional experience; higher education experience preferred
- Strong administrative and problem-solving skills
- Exceptional written and oral communication skills
- Excellent organizational skills

#### **Core Responsibilities**

Case Manager is a member of the Dean of Students Office (DOS) staff and provides consultation and advisement on student mental health-related matters. The Case Manager is the DOS's primary liaison to the Counseling Center and the Student Health Center, and receives case management referrals from these and other offices and individuals. The Case Manager works to assist in the resolution of student queries and concerns regarding physical, mental, social, familial, academic, disciplinary, economic, and other areas affecting their matriculation at the University. The Case Manager interacts regularly with parents, mental health professionals, hospitals and social service agencies, and various members of the University community.

#### **Case Management Responsibilities**

- Collect, evaluate and record all facts pertaining to student cases
- Perform psycho/social evaluations in an effort to determine students' needs
- Formulate intervention plans designed to minimize and/or resolve problems

- Contact and collaborate with other University departments
- Initiate parental contact when appropriate
- Provide referrals to University and community agencies
- Periodically review prior cases to verify compliance and/or case closure
- Maintain factual case records and prepare necessary statistical reports
- Maintain a directory of community resources available to students
- Develop and conduct workshops and training sessions on crisis management for the University community

**Health Center Responsibilities**

- Assist students with social services needs including, but not limited to: referral to community resources, and crisis intervention
- Provide periodic consultation for the Health Center

**Dean of Students Office Responsibilities**

- Assist students in the readmission process following absence due to mental or medical related circumstance
- Provide medical or mental health resource for students with financial and/or transportation barriers
- Provide support and guidance to University Troubleshooters on matters pertaining to case management and access to records, when appropriate

**General**

- Participate in campus activities within the Division of Student Affairs (Orientation, Leadership Programs, Homecoming, Convocation, etc.)
- Assume duty on 24 hour crisis response roster as needed
- Serve on Student Affairs or University committees as assigned or requested
- Perform other general or specific duties as assigned by the Dean of Students

**Case Manager: \$80,900 (1.0 FTE position)**

Funding for the proposed Case Manager is as follows:

Annual salary	53,000 (maximum salary)
Benefits	15,900 (.30 of annual salary)
Operating	12,000 (operating, professional development, and administrative charge)
<b>Total</b>	<b>\$80,900</b>

**This proposed position has not yet been slotted by the Human Resources Department nor has the position been administratively approved via the Office of the Vice President for Student Affairs.**