

Date Posted: 3/24/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Manager, Care Coordination

Employer/ Agency: Rice University

Job Description: The Manager, Care Coordination will establish and manage a clinical case management and community referral program for Rice University students. This will also include coordinating referrals between the Rice Counseling Center and university and community service providers, tracking referrals made to insure continuity of care and follow-up and provide psychological triage, and developing and maintaining relationships with service providers.

Responsibilities include, but are not limited to:

- Establish and manage a clinical case management and community referral program for Rice University students. Coordinate clinical referrals between Rice Counseling Center and other service providers in the community, and at the state, national, and international levels. Track referrals made to insure continuity of care and follow-up.
- Provide triage services for students initially contacting the Rice Counseling Center for services.
- Assist students in understanding and using insurance benefits.
- Develop and maintain relationships with and database of available psychological/psychiatric service providers.
- Assist in administrative monitoring of students taking or returning from medical withdrawal for psychological/psychiatric reasons.
- Respond to crisis phone calls.
- Other duties as assigned.

Qualifications: Master's degree in social work, counseling or psychiatric nursing; three years of clinical case management or other directly related experience; licensed in Texas or eligible for licensure within one year of date of employment; knowledge of psychological and medical issues related to serious mental illness, knowledge of insurance providers; excellent oral and written communication skills.

Salary/Hours: Part Tme: 20 hrs/wk; 8:30am-5:00pm

Employer/ Agency: Rice University
City, State, Zip: Houston, Texas

Contact Person: Wiley Bennett
Contact Title: Staff Recruiter

Telephone: 713-348-4091
Fax: 713-348-5496
Email: jobs@rice.edu

Application Method: In order to apply, please follow the link below. All applicants must complete the online application and attach any required documents in order to be considered.

<https://jobs.rice.edu/applicants/Central?quickFind=52222>

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you