

Case Manager, Behavior & Wellness (Possible Long-term  
Assignment)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=233134>

Downloaded On: May. 9, 2024 12:52am

Posted Mar. 19, 2024, set to expire Jul. 1, 2024

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| <b>Job Title</b>            | Case Manager, Behavior & Wellness (Possible Long-term Assignment)          |
| <b>Department</b>           | Health Services  |
| <b>Institution</b>          | Mt. San Antonio College<br>Walnut, California                              |
| <b>Date Posted</b>          | Mar. 19, 2024  |
| <b>Application Deadline</b> | Open until filled  |
| <b>Position Start Date</b>  | Available immediately  |
| <b>Job Categories</b>       | Professional Staff<br>Director/Manager                                     |
| <b>Academic Field(s)</b>    | Social Sciences - Other<br>Social Sciences - Psychology<br>Health Sciences |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5114468">https://apptrkr.com/5114468</a>      |

**Apply By Email**

**Job Description**

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**Case Manager, Behavior & Wellness (Possible Long-term Assignment)**

**Position Number:** T-006-2024

**Department:** Health Services

**Job Category:**

**Time (Percent Time):**

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**Term (months/year):**

**Current Work Schedule (days, hours):** Varies - 19 hours per week.

**Salary Range:**

**Salary:**

**Shift Differential:**

**Open Date:** 03/18/2024

**Initial Screening Date:**

**Open Until Filled:** No

**Application Procedure:**

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PST) on the listed Close Date are assured consideration. Applicants must submit all of the following materials online:

1. Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. College and/or university transcripts showing the awarded/conferred degree.

**Health & Welfare:**

Persons employed for temporary employment are not eligible to participate in the Colleges Health and Welfare plan or option fringe benefit plan in conjunction with their employment. Human Resources will track the eligibility requirements under the Affordable Care Act (ACA). Should a person meet the eligibility requirements, Human Resources will initiate an open enrollment period to enroll an ACA designated medical plan.

**Basic Function/Overview:**

**Essential Duties/Major Responsibilities:**

1. Follows the system delivery protocols as outlined by the Behavior and Wellness case management system

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2. Provides case management services, including case management assessment, support, and linkage for students in Student Services support programs
3. Completes referrals and coordinates care with the Behavior and Wellness Team (BWT) and BWT Case Manager/Coordinator
4. Triage situations involving threat of harm to self or others to ensure the safety of the College community, including communicating with parents, families, and/or designated emergency contacts, as appropriate
5. Provides crisis management
6. Refers and links students to on- and off-campus resources and services, and monitors and tracks individual cases and progress to promote optimal well-being and academic success
7. Consults regularly with relevant departments on campus regarding services and care to maintain strong collaborative relationships with campus partners, including Academic Counseling, ACCESS, Student Health Services, Police and Campus Safety, Student Life Office, and other areas to provide a comprehensive network of support for students in need
8. Documents all services in an electronic database in compliance with all relevant laws and campus policies
9. Records and maintains data collection, including outcome data
10. Provides support, guidance, and follow-up communication for staff who seek out case managers when they encounter students of concern, and ensures completion of BWT referrals, as appropriate
11. Prepares and delivers oral presentations and in-service trainings, as needed
12. Maintains a small caseload for brief psychotherapy (if licensed, and if assigned by manager)
13. Adheres to professional standards as outlined by all applicable laws, regulations, protocols, and rules
14. Performs other related duties as assigned

**Other Duties:**

**Knowledge Of:**

**Skills and Abilities:**

**Minimum Qualifications/Education & Experience:**

The candidate will possess a Masters in Social Work (MSW) or a Masters degree in a related field and

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at least one (1) year of experience working in education, mental health, or a related field.

**Licensure is not required for the position but licensure is preferred.**

**Equivalencies:**

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

**Physical Demands:**

**Hazards:**

**Conditions of Employment:**

**The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.**

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

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The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

**Foreign Transcripts:**

**Inquiries/Contact:**

For more details about this position, please contact:

Human Resources

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

Phone: (909) 274-4225

**Selection Procedure:**

**Special Instructions to Applicants:**

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11444>

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

Mt. San Antonio College

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