

**SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, CT**

POSITION DESCRIPTION

POSITION TITLE: Prevention Outreach and Care Coordinator
RANK: Administrator IV
DEPARTMENT: Counseling Services
SUPERVISOR'S TITLE: Director of Counseling Services

POSITION SUMMARY:

As a professional member of the Counseling Services Staff, the Prevention Outreach and Care Coordinator is responsible for the coordination of all prevention, education and awareness raising activities for the department. In addition, provides continuity of care, case management, and referral support services for the department. Will serve as a direct mental health service provider to all students, with a special focus on supporting students who require cross-service collaborations between on and off-campus resources and service providers.

POSITION RESPONSIBILITIES:

In collaboration with the Director, provides leadership, coordination and strategic direction for prevention, outreach, and education programming to students, faculty, staff and parents to promote student holistic mental health and well-being on campus.

Trains and supervises the student affairs graduate intern and others as needed.

Maintains, coordinates, and oversees the department's referral database. This includes developing and maintaining relationships with outside providers and managing the technical aspects of the platform.

Provides leadership in working collaboratively with units across the division in expanding the use of the referral database to support student's overall well-being. Trains faculty and staff on the use of the database.

Provides direct outreach and education programming and service to students according to campus needs and interests, to include developing and implementing evidence-based prevention, outreach and awareness programs, communication strategies, and mental health education efforts to enhance the well-being of the campus community.

Assists in coordinating collaborative efforts among health and wellness stakeholders at the university and serve as an advocate for student wellness needs.

Coordinates efforts to enhance coordination of care, case management, and referral support for students receiving clinical services. Works to eliminate barriers to appropriate treatment (i.e. insurance, financial, and transportation limitations) particularly for those students who require intensive treatment and cross-service collaboration between campus partners and off-campus partners (e.g., community psychotherapists, psychiatrists, clinics, treatment programs, hospitals, etc.).

Participates as part of the clinical team, performing all essential roles of a direct mental health service provider, including initial triage and intake assessments, group, couples, and individual counseling, crisis intervention, referral management, prevention outreach, psychoeducational workshops, supervision, and consultation.

Some evening and weekend hours may be required.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Tracking# 19100801GC

QUALIFICATIONS:

Master's degree in clinical or counseling psychology, social work, counseling, marriage and family therapy, or related field and four years of counseling experience or related experience required. Doctoral degree preferred. Currently licensed as a mental health provider by the State of Connecticut or license eligible within 12 months. Demonstrated competence in providing prevention outreach, continuity of care, case management, and referral support. Preferred qualifications include: experience with and a commitment to social justice issues, including but not limited to, providing services for college students who are racial minorities, first-generation, international, LGBTQIA, and/or who have disabilities; Spanish speaking; experience providing psychological services in a university counseling center; experience providing training and clinical supervision to graduate interns; experience and skills with use of technology to enhance services and for electronic record keeping, scheduling and data collection; outstanding interpersonal skills demonstrated in speaking, listening, and writing. These qualifications may be waived for individuals with appropriate alternate experience.

Created August 2019

FLSA: Exempt



10/9/19

For the University

Date



10/08/2019

For SUOAF

Date

Tracking# 19100801GC

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Prevention Outreach and Care Coordinator, Admin IV

University: Southern Date: 09/20/2019

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

Diane Mazza, Chief Human Resources Officer

Date presented to univ. SUOAF rep.

09/20/2019

SUOAF univ. review & recom. by

Date of SUOAF university review

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 09/20/2019

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Gregg Crerar Date: 10/08/2019

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 19100801GC

Date returned to Univ. Chief Human Resources Officer: 10/08/2019

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: _____

Disposition at Council Level: approve disapprove

Comments or Recommendations:

Chancellor/designee: _____ Date: _____

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.