

Careers at Chatham

Case Manager/Counselor

Job #	1219
Job Title	Case Manager/Counselor
Division	Student Affairs
Status	Part-Time Temporary
FLSA Status	Non-Exempt
Hours	Part-Time

Chatham University is seeking a part-time Case Manager/Counselor to work in its Counseling Center of Student Affairs.

This position is part-time, 8 hours/week, for 9 months beginning October 1. The Case Manager/Counselor will be responsible for supporting the mission of Student Affairs, specifically in providing intake assessments, crisis intervention, short-term counseling, and case management of those students in need of specific referrals in the community for mental health treatments. Other duties relate to maintaining and update database of referral resources, assist students in understanding and using insurance benefits, and may also be involved in training and delivery of psycho-educational programs.

Candidates should have a Masters degree in Social Work and be licensed by the Commonwealth of Pennsylvania, with 2 years experience working with college/university mental health issues. Candidates should possess an understanding of student development and a commitment to improving the lives of students; the ability to work in a team-oriented environment; and should have excellent interpersonal skills both in person and via technological communication. Use of Titanium Software and Microsoft Office a plus. Strong diagnostic and clinical skills as well as experience working with a broad array of emotional, psychological, and developmental concerns in a university setting is a must. When essential, to participate as a committed team member of the Student Affairs staff, projects and overall community development.

Interested candidates should submit a resume or academic vita, a cover letter with salary requirements, and the names of three professional references to:

Chatham University
Human Resource Department

Job#_____

Woodland Road
Pittsburgh, PA 15232

Or e-mail to: chathr@chatham.edu

(If using electronic mail, please send as WORD document)