

Case Manager - 190068



Required Qualifications (as evidenced by an attached resume):

Bachelor's degree (foreign equivalent or higher) in Nursing, Social Work, Public health or related field and three (3) years of full-time experience in a medical or mental health treatment setting involving patient interaction OR Master's degree in Nursing, Social Work, Public health or related field and one year of full-time experience in a medical or mental health treatment setting involving patient interaction. Demonstrated skill and experience in case management. Strong computer skills to include Microsoft office, google apps, and social media.

Preferred Qualifications:

Additional years of full-time work experience in a medical or mental health treatment setting involving patient interaction. Knowledge of contractual reimbursement methodology. Knowledge of healthcare insurance policies and procedures. Knowledge of community agencies/resources. Knowledge of medical terminology. In addition to English, fluency in another language (i.e. Spanish, Korean, Chinese, Mandarin).

Brief Description of Duties:

The Case Manager will help facilitate student access and utilization of university and/or community resources, particularly clinical treatment resources. Incumbent provides assistance in arranging & coordinating post counseling care, post medical care, services and resources. Advocates for, and communicates with, students for case management services such as brief check-ins, management of medication and insurance problems, referrals to campus or community resources, and/or guidance/advocacy in navigating University systems. Therefore, having experience interacting with individuals at various levels within an institution as well as the general public whenever necessary is imperative.

The selected candidate will have excellent customer service and interpersonal skills, exercising strong organizational and time-management skills with an exceptional attention to detail. Essential for this role is the adeptness to work independently as well as part of a team with a collaborative approach to problem solving.

Navigation of Treatment and Referrals: Advocate for, empower, and coach students in identifying and accessing appropriate medical, mental health,

and other services. Participate in transition planning to ensure timely referrals and appropriate linkage with internal and external providers/services, including ensuring that all necessary documentation and information required is complete. Provide assistance in all aspects of arranging, coordinating, and procuring post counseling care, medical care, services, and resources. Maintain the clinical resource database and community agency resources. Assist in researching preferred community based providers available to provide care in meeting students' needs, taking into account barriers that may exist for individuals such as transportation, financial, privacy, etc. Follow up with students referred to the community to help ensure continuity of care (whether they completed the referral, quality of care from various providers, etc.).

Liaison and Support: Help facilitate student access to, and utilization of, University and/or community resources. Assist in tracking and communicating with students awaiting services. Advocate for, and communicate with, students for case management services such as brief check-ins, management of medication and insurance problems, referrals to campus or community resources, and/or guidance/advocacy in navigating University systems. Liaise between CAPS/SHS and on other campus departments, community based providers, and agencies to assist in student resource allocation and enhance treatment resource and networks.

Service Acquisition and Insurance Management: Assist in analyzing student insurance benefits, financial resources, and support systems as related to their ability to access community resources in a timely manner. Obtain insurance pre-authorizations as appropriate and assists with care needs that emerge from primary and behavioral healthcare. Collect and transmit pertinent clinical and patient demographic information required to complete arrangements. Assist in coordinating and arranging transportation, DME and community services, as directed by the clinical care team.

Other duties or projects as assigned as appropriate to rank and department mission.

Special Notes:

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption. May be required to provide the above services at either the HSC/East campus, Southampton campus. This position might require evening and/or weekend hours. This position functions to serve both CAPS and SHS, based on staffing and volume demands.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation

history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Stony Brook University will be 100% tobacco-free starting January 1, 2016. See our policy and learn more at stonybrook.edu/tobaccofree.

Essential Position: This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such are required to report to work/remain at work even if classes are cancelled, and the campus is working on limited operations in an emergency.

About Stony Brook:

Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollack House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences.

Stony Brook University is an Affirmative Action/Equal Opportunity employer. We encourage protected veterans, individuals with disabilities, women, and minorities to apply.

If you need a disability-related accommodation, please call the University Human Resource Services Department at (631) 632-6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632-6350. It can also be viewed online at the University Police website at <http://www.stonybrook.edu/police>.

Official Job Title: Counselor

Job Field: Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: Student Health Services and CAPS-Stony Brook

University

Schedule: Full-time **Shift:** Day Shift **Shift Hours:** 8:30 a.m. - 5:00 p.m. **Pass Days:** Sat, Sun

Posting Start Date: Mar 15, 2019

Posting End Date: Mar 29, 2019, 11:59:00 PM

Salary: Commensurate with experience within the range of \$59,000-\$68,000.

Salary Grade: SL3

Appointment Type: Term