

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Student Care Manager

Date: June

Status: Full time Exempt

SUMMARY: Works directly under the Dean of Students. Assists in crisis intervention and provides input into issues related to student welfare.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Provide case management oversight for students when health, safety and/or well-being concerns are identified
2. Overall development of a program for students that are stressed at Logan University
3. Collecting, evaluating, and recording all facts pertaining to reports of students of concern
4. Formulating action plans in order to minimize and/or resolve problems with students of concern
5. Conducts short-term counseling services for students including intakes, individual, relationship, group counseling, crisis intervention, and referral.
6. Providing referrals and follow up to support services within the University as well as community agencies
7. Develop support and prevention education initiatives
8. Act a community liaison by building consistent and relevant off-campus partnerships, in order to assist students with social services needs including, but

- not limited to, facilitating access to medical care, off-campus housing, and financial assistance.
9. Provides seminars, workshops, and/or support groups as directed by the Dean of Students
 10. Communicate class absences or death notices to relevant university partners

COMPETENCIES: To perform the job successfully, an individual should possess strong organizational skills, have excellent listening, communication and planning skills, exercise sound judgment and decision making, have the ability to communicate effectively both orally and written, be detail oriented and have the ability to adapt to change and work in a fast-paced work environment. Must react well under pressure and maintain strict confidentiality and possess strong customer service skills. Working knowledge of relevant state and federal laws including FERPA, ADA, Title IX, VAWA, etc. is strongly preferred.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum of Master's degree in social work, counseling, psychology, or closely related field; 1-2 years' experience (a plus is experience working with students in a higher education setting). Ability to be able to present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses and Registrations: None required.

Other Qualifications: Must be able to work evenings and weekends occasionally.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds in order to move supplies, reach for files, and lift light boxes when sending information and materials, or in preparation for special events. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.