

Comprehensive Care Manager – Job #6863 in Health Department

Summary

Assists students with physical, mental health, behavioral or learning challenges in negotiating the academic, student life and health care environment in order to maximize their student experience while attending Carnegie Mellon. The Manager provides this service by assessing individual need, developing a plan in partnership with the student and in collaboration with relevant on and off campus resources/services, monitoring progress and referrals and modifying the plan over time.

Minimum Requirements

Bachelor's degree in Social Work, Nursing or other related field; Licensure in the State of Pennsylvania in respective discipline if required. ; At least 3 years of experience in health care field providing case management or in student disability services; Excellent interpersonal, communication and organizational skills; excellent analytical and problem solving skills; ability to manage confidential information appropriately; ability to assess, monitor, evaluate and record student progress with plan of care and make adjustments to plans and services; ability to work collaboratively with on campus service providers, faculty, students, and staff; ability to maintain accurate and detailed records and utilize computer technology; ability to interface with community health care providers and agencies; ability to communicate medical information clearly to students and other providers. ; Majority of work is sedentary. Ability to travel to various buildings on campus and health care facilities/offices off campus as necessary. ; Work is usually performed in an office setting and ambulatory care clinic; Ability to pay close attention to details, meet deadlines, multi-task and remain calm and composed with dealing with difficult situations or individuals; Week-end and evening hours may be required;

Preferred Requirements

Master's degree in nursing or social work. Conversant with related ADA and health insurance issues. ; More than 3 years experience in an ambulatory health care setting, college health service; Skilled in crisis management.

TO APPLY: Please go online to <http://www.cmu.edu/jobs> and apply to Job #6863.

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