

Referrals Coordinator (4460C) University Health Services
61275
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=225808>

Downloaded On: May. 9, 2024 1:36am

Posted Nov. 16, 2023, set to expire Jun. 30, 2024

Job Title	Referrals Coordinator (4460C) University Health Services 61275
Department	University Health Services
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/4794209

Apply By Email

Job Description

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Referrals Coordinator (4460C) University Health Services 61275

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community. Learn more about UHS by visiting <https://uhs.berkeley.edu/about>.

Application Review Date

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The First Review Date for this job is: 11/28/23. This job will remain open until filled.

Responsibilities

- Manage CAPS Referral Database including implementing and updating referral policies and procedures, updating clinician availability, and communicating with CAPS staff about referral availability.
- Provide referral consultation and guidance to senior staff and training staff as needed.
- Serve as the liaison to community therapists, psychiatrists, the Student Health Insurance Office (SHIO), and Student Health Insurance Plan (SHIP) carrier.
- Work closely with SHIO and insurance carrier to expand resources for students.
- Manage issues that arise with SHIO and SHIP carrier in order to maintain and stabilize referral resources for students.
- Consult with campus legal counsel and risk management regarding provider management issues and follow up with providers accordingly.
- Work closely with the CAPS Referral Care Manager and other UHS Care Managers to coordinate CAPS/UHS referral services including leading regular meetings to share resources and manage the development and maintenance of relationships with community providers and other partners.
- Develop specialized referral resource lists as the need arises (e.g., services for transgender students, low fee clinics for students without SHIP, ADHD assessment, psychosis referrals).
- Plan and coordinate the "Provider Meet and Greet" events as an opportunity for CAPS staff to meet community therapists.
- Coordinate with UHS IT and Communications teams ongoing to maintain and improve the Off Campus Referrals website and CAPS Database.
- Onboard new licensed staff and training staff to the process of referring students to community providers.
- May attend monthly UC Case Managers conference call.
- Participate in the Clinical Committee serving as advisory group to CAPS Clinical Director.
- Apply advanced concepts to provide individual, couples, and group counseling to students. Develop and communicate treatment plans, provide therapeutic crisis intervention/management and emergency services as required. Provide consultation and serve as a resource to professional and training staff. Provide outreach and consultation to faculty, staff, and community partners regarding student concerns.
- May present psycho-educational workshops for students and academic departments
- May participate in the training and supervision of all training staff including Post-MSW Fellows, Doctoral Interns, and Postdoctoral Fellows through individual supervision, consultation, and training seminars.
- Serve on committees and attend meetings of significance to CAPS and the University.

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- Other Duties as assigned.

Required Qualifications

- Master's in social work, counseling, or marriage and family therapy or doctorate in Clinical or Counseling Psychology.
- Current, valid CA state license as a LCSW, MFT, or LPCC, PhD, or Psy D.
- Advanced knowledge and understanding of clinical counseling principles, methods, procedures, and standards.
- Knowledge of and experience with multicultural counseling and issues related to diversity, equity, and inclusion.
- Advanced knowledge of legal and ethical issues related to patients' rights.
- Advanced ability to evaluate the progress of therapeutic approach and modify as necessary.
- Advanced ability to develop and present educational programs and / or workshops.
- Advanced problem-solving and critical-thinking skills.
- Ability to work in a highly collaborative manner with diverse client groups, mental health and medical staff, and campus and community partners.
- Advanced verbal and written communication with the ability to influence and persuade.
- Skills associated with program development and implementation.
- Knowledge of business software and specialized applications / systems used in behavioral health settings.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary that the University reasonably expects to pay for this position is \$85,800 to \$122,000.

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- This is an exempt, monthly paid position.
- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.
- This position is governed by the terms and conditions in the agreement for the Health Care Professionals Unit (HX) between the University of California and the University Professional and Technical Employees (UPTA). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/hx/index.html>.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information

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about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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