

**Mental Health Student Disability Specialist 4 (4557U),  
Disabled Students Program - 71112  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=242548>

Downloaded On: Sep. 14, 2024 2:20pm

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

**Job Title** Mental Health Student Disability Specialist 4 (4557U),  
Disabled Students Program - 71112

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Aug. 2, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services

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**Job Description**

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**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 at least 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](https://grow.berkeley.edu).

## **Departmental Overview**

The Disabled Students' Program promotes an inclusive environment for students with disabilities. We equip disabled students with appropriate accommodations and services to achieve their individual academic goals. We are dedicated to supporting disabled students and collaborating with the campus community to remove barriers to educational access and embrace the University's values of equity and inclusion. We believe that an accessible environment universally benefits everyone.

## **Position Summary**

Involves planning, developing, and implementing programs, processes, and activities for students with disabilities in accordance with federal and state law, to assure their access to the academic and campus environment. The Disability Specialist works in an interdisciplinary team to provide coordination of academic services to students with disabilities.

## **Application Review Date**

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The First Review Date for this job is: Monday, August 5, 2024

## **Responsibilities**

### **Accommodations management:**

- Specializes in working with students with mental health disabilities with complex accommodations needs in an academic environment. Maintain a caseload of students with mental health disabilities.
- Determines eligibility and complex accommodations required for individual students with specialized accommodation needs.
- Verifies student disability documentation provided by physicians or other appropriate professionals to determine eligibility for disability services.
- Conducts individual assessment to determine appropriate academic accommodations, auxiliary services, and supplemental support services to ensure access, retention, and graduation.
- Faculty Coordination and Communication:
  - Communicates student accommodation needs to faculty.
  - Coordinate and negotiate with faculty to ensure students receive accommodations in a timely and effective manner including discussing the basic course requirements and any concerns regarding the reasonableness of accommodations in a specific setting.
- Works as a member of an interdisciplinary team to ensure required accommodations are efficiently and effectively provided.

### **Individual case management:**

- Assist students on their caseload with referrals and connections to service providers and campus resources. Assist students with navigating complex processes.
- Assist students with transition back to campus after hospitalization or medical leave.
- Functions with a high degree of independence, works with supervisors regarding challenging cases.
- Referrals and partnerships:
  - Refers students to community care providers and services including CAPS and coordinates referrals. Attends scheduled meetings with CAPS staff.
- Consultation and Programming:
  - Assists DSP specialist team, DSP office, and proctoring with immediate crisis response and follow-up for students with mental health disabilities.
- Outreach and consultation to DSP staff and other campus entities regarding mental health

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disabilities and crisis management.

- Serves as DSP liaison to CAPS and other departments as assigned. Serves on various campus committees.
- Serves as a resource to faculty, staff, departments and campus community on students with mental health disabilities and the intersection with other disability issues.
- Serves as a campus expert on serving students with mental health disabilities.
- Evaluates/introduces/implements new or latest techniques, methods, and practices for the most effective and efficient provision of disability services to students with mental health disabilities.
- Presents these practices to the wider professional community.
- Takes a leadership role in developing new programs and/or serving DSP students with mental health disabilities.
- Develops intersectional services for students with mental health disabilities across E&I programs and populations (for example, veterans, undocumented students, Native American students).
- Provide informational programming for DSP students seeking counseling and mental health treatment from an intersectional cultural perspective.
- Develops, implements, and leads a peer mentoring program for students with mental health disabilities.
- Hires, trains, and supervises student/grad student workers to assist with the implementation of programming.

**Ongoing professional development:**

- Responsible for ongoing professional development and participation in professional organizations.
- Other duties as assigned.

**Required Qualifications**

- Knowledge of the legal framework involving accommodations for students with disabilities through state and federal laws and regulations.
- Thorough knowledge of procedures for assessing and determining disability accommodation issues.
- Thorough knowledge of and/or can quickly learn the Disability Compliance Office procedures.
- Thorough knowledge of assessment, accommodation, and intervention techniques for students with students with mental health disabilities.
- Documented experience successfully managing a large caseload with a high level of independence.

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- Demonstrated experience interpreting documentation and determining evidence-based accommodation decisions.
- At least three years of experience working with college students with students with mental health disabilities.
- Demonstrated ability to conduct outreach and training regarding disability and disability access.
- Experience in developing support programming for students with mental health disabilities or transferable skills and experiences.
- Demonstrated knowledge and/or experience in the academic expectations and culture of an R1 University.
- Excellent interpersonal skills required to work effectively with students with disabilities.
- Excellent oral and written communications skills needed to work with faculty and other campus entities regarding a student's accommodations and other academic needs.
- Advanced computer knowledge, proficiency, and skills.
- Must be able to function in both a Mac and PC environment and be comfortable working with various software programs and database systems.
- Advanced ability to work independently as well as in a team environment.
- Advanced degree in Special Education, Education, Rehabilitation Counseling or combination of an advanced degree and related experience and/or equivalent training or experience.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC 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 or hourly range that the University reasonably expects to pay for this position is

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\$82,000.00 - \$88,000.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.

### **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 about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=5480778&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5480778&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#)

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To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### 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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