

Basic Needs Case Manager (4565U), Centers for
Educational Equity & Excellence - 79638
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259721>

Downloaded On: Jul. 17, 2025 1:39pm

Posted Jul. 16, 2025, set to expire Jun. 30, 2026

Job Title	Basic Needs Case Manager (4565U), Centers for Educational Equity & Excellence - 79638
Department	Centers for Educational Equity & Excellence
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Residential Life Counseling Services
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Job Description

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Basic Needs Case Manager (4565U), Centers for Educational Equity & Excellence - 79638

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Basic Needs Center acts as a virtual and physical hub that provides and connects students to essential services that impact health, belonging, and overall well-being. The Basic Needs Center team is committed to fostering belonging and justice on the UC Berkeley campus through a robust model that includes education, prevention & emergency relief programs in the core areas of basic needs: food security, housing security & financial stability.

Position Summary

The Basic Needs Case Manager provides leadership, guidance and support to students experiencing the most extreme basic needs crises including food, housing and financial challenges. The responsibilities of this position require a comprehensive expertise in counseling/ social work and crisis management. A primary function of the Basic Needs Case Manager is to facilitate support to students in distress by providing crisis resolution, as well as identifying a short and long-term plan to address students' basic needs insecurities.

The Basic Needs Case Manager will interface and collaborate with various campus departments including, but not limited to Cal Housing, Financial Aid & Scholarships Office, the Center for Support & Intervention.

Application Review Date

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The First Review Date for this job is: July 26, 2025

Responsibilities

Case Management & Care Coordination

- Gather initial information, determine interventions, develop and communicate recommendations for the most complex student basic needs cases.
- Identify and document the network of campus and community services to meet specific needs related to academic stress, legal issues, mental health services, financial support agencies, food services, etc.
- Provide case management including connecting students with the appropriate resources on and off campus, serving as a liaison to these resources, as well as assisting students in navigating complex financial, academic and conduct processes that impact their basic needs.
- Communicate sensitive and confidential matters regarding complex cases within the guidelines of FERPA.

Housing Case Management & Care Coordination

- Provides case management and coordination for students at risk of losing housing and who are unhoused.
- Coordinates care for students living in short-term emergency housing including coordinating logistics of housing arrangements and acting as the point of contact and liaison between the student and the emergency housing location staff.
- Supports with conflict resolution and support for student living in emergency housing.
- Connect students with the appropriate housing resources on and off campus serving as a liaison to community resources

Crisis Intervention & Resolution

- Provides direct counseling and crisis support for students experiencing distress and a range of crises related to their basic needs and mental health.
- Refer students to the appropriate on and off campus resources to support their emergency needs including but not limited to mental health, legal and financial resources.

Case, Resource & Referral Consultation

- Provides consultation for campus staff, faculty and administrators around basic needs resources and services.

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- Serve as a point of contact for campus community members who are seeking consultation and advice about our services for students who seem to be experiencing distress around their basic needs.
- Develops and maintains relationships with internal and external campus stakeholders critical to program success.
- Works collaboratively with various departments and student service areas on individual action and support plans for students.
- Coordinates with staff and faculty on recommended interventions and how to manage complex student issues

Administrative

- Manage, track and maintain student records.
- Review student record data and provide insight and recommendations based on trends and patterns.
- In conjunction with the Basic Needs Care Manager, works to update the Housing Support Protocol and housing security programming based on student housing needs.
- Other duties as assigned.

Required Qualifications

- Advanced knowledge of advising and counseling techniques, including crisis interventions.
- Advanced knowledge of trauma-informed assessment & intervention.
- Advanced skill in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
- Advanced knowledge of principles and procedures involved in risk assessment and planning.
- Advanced knowledge of physical and mental health care and service; crisis management/prevention; and educational outreach.
- Advanced knowledge of the structures and systems that disproportionately impact individuals from marginalized or low-resource communities, with demonstrated awareness and engagement in addressing the particular impacts of race/ethnicity, gender, sexuality, immigration status, disability, nationality, religion, veteran status, and other statuses impacted by social structures.
- Demonstrated emotional intelligence and agility necessary to address the complex needs of diverse students, staff, and community partners.
- Bachelor's degree in social work, counseling or other related field and/or equivalent experience/training.

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Preferred Qualifications

- Extensive experience in working with adults and young adults with mental illness, homelessness and substance use disorders preferably in community-based settings.
- Master's degree in social work, counseling or other related field and/or equivalent experience/training.

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 annual salary range that the University reasonably expects to pay for this position is \$75,000.00 - \$90,000.00.

- This is a full-time, Career position that is eligible for full UC benefits.
- This is an exempt, monthly paid position.

How to Apply

- To apply and for full consideration, please submit **both** your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please

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ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

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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