

**Case Manager/Resource Specialist- Counseling and  
Wellness Office (Part-Time)  
Quinsigamond Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=262300>

Downloaded On: Sep. 10, 2025 5:55pm

Posted Sep. 10, 2025, set to expire Sep. 21, 2025

**Job Title** Case Manager/Resource Specialist- Counseling and  
Wellness Office (Part-Time)  
**Department** Office of Counseling and Wellness  
**Institution** Quinsigamond Community College  
Worcester, Massachusetts

**Date Posted** Sep. 10, 2025

**Application Deadline** 09/21/2025

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Counseling Services

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**Job Description**

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**Case Manager/Resource Specialist- Counseling and Wellness Office (Part-Time)**

**Category:** Part Time Non-Benefitted

**Department:**

**Locations:** Worcester, MA

**Posted:**

**Closes:** 9/21/2025

**Type:** Part Time

**Position ID:** 192478

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**General Statement**

The Office of Counseling and Wellness at Quinsigamond Community College fosters an integrated model of holistic wellness that addresses the needs of a diverse student population through the provision of mental health services that address the intellectual, physical, emotional and social needs of students.

The Case Manager/Resource Specialist plays a vital role in supporting student well-being by connecting students with both clinical and non-clinical resources within the greater Worcester community. This role involves consistent student follow-up and the maintenance of accurate and confidential records. Additionally, when possible, the Case Manager/Resource Specialist will lead and support the student-led national organization Active Minds, fostering peer-driven mental health awareness and advocacy on campus.

This position works closely with other departments and entities on campus, including but not limited to the Dean of Students, the clinical team, Student Accessibility Services, and the Associate Director of Compliance and Title IX to assist students with specific challenges and ensure a successful retention in the college environment.

Much of the Case Manager/Resource Specialist's time is allotted to maintaining and monitoring a system for continuity of care for clients. Case management may include connecting with students to obtain external referral services, to maintain database of an ongoing and updated list of community providers, and coordination of care, including follow up communication and/or connecting with students and/or community providers. This position requires excellence in service delivery and organization.

**Duties and Responsibilities**

Under the supervision of the Director of Counseling and Wellness

- Serve as a referral specialist for students seeking off-campus social service and mental health resources.
- Serve as a resource and case manager to QCC students with specific challenges to support academic and personal success.
- Provide support or initial triage for walk in students in crisis, as appropriate.
- Complete records punctually according to record keeping/report writing procedures that are currently operative at the Counseling and Wellness Center and required by legal and ethical regulations.
- Utilize diversity and social justice practices to promote student success as it relates to core duties.

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- Represent QCC Counseling and Wellness Center in Community Based Task Force/Committees as needed.
- Participate in evening and weekend activities and programs.
- Other duties as assigned.

Job Requirements:

**Minimum Qualifications**

- Bachelor's degree in Human Services or Social Work.
- Ability to provide brief and focused assessment of student and community needs.
- Knowledge of community-based resources.
- Ability to collaborate with other social service agencies.
- 5.Demonstrated competency working with multicultural and other diverse populations.
- Experience working independently and collaboratively in a fast-paced work setting.
- Experience and skills with the use of technology to enhance services.

**Preferred candidates**

- Working knowledge of MassHealth application and appeal support
- Bi-lingual
- Microsoft expertise
- Master's degree in Psychology, Social Work or Human Services

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

**To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=192478>**

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**Contact Information**

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

**Contact**

Office of Counseling and Wellness  
Quinsigamond Community College

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