POSITION OPENING

POSITION: Student Client Support Specialist (8 hours/week) – Current Chico State students only
Part-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 809
COMPENSATION: $14.00 per hour
LOCATION: Passages Connections Program

ESSENTIAL JOB FUNCTIONS: Under the direction of the Connections Program Supervisor, the Student Client Support Specialist is responsible for:

- Receiving and screening referrals to the Passages Connections Program, assessing for eligibility, and otherwise providing referrals to other appropriate programs.
- Maintaining an ongoing list of incoming and outgoing referrals to and from the Connections program.
- Maintaining client data and records on an ongoing basis.
- Managing wait lists for the short-term counseling component of the Connections program.
- Making and receiving phone calls on behalf of the Connections program, as required.
- Helping maintain a system of filing for the Connections program.
- Occasional purchasing and delivery of items on behalf of both the Connections program and enrolled clients.
- Working to provide case management referrals and supports to clients with complex needs, as well as researching what community services might be of help to Connections clients.
- Inputting confidential client data into an electronic database system.

EMPLOYMENT STANDARDS:

- **Education:**
  - Currently enrolled as a Chico State student, with a major focus in one of the following areas of study: Social Work, Psychology, Community Health, or Multi-Cultural and Gender Studies.
  - Additional consideration will be given to students who have a background or interest in working in a mental health setting.
- **Experience:**
  - Requires demonstrated professional experience working with older adults and individuals with disabilities.
- **Knowledge and Abilities:**
  - Must possess the ability to relate to older adults, demonstrate sensitivity, active listening, and respect for self-determination.
  - Must be trained or have willingness to be trained in basic mental health assessment and crisis intervention skills.
  - Possession of computer skills including familiarity with database, spreadsheet, and word processing software.
  - Possession of strong written and verbal communication skills. Possession of a California Driver’s

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Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
License.

- Ability to function as a member of the PASSAGES team.
- Bilingual skill desirable, but not essential.
- Fingerprinting will be required of any successful candidate. Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

HOW TO APPLY:
To be considered, submit the following documents by **September 20, 2021**. Documents submitted after this date will not be considered.

- Resume

The following documents are optional:

- Chico State Enterprises Application
- Cover letter
- Three professional references

**BY DROP BOX:** [https://csuchico.app.box.com/f/90d33c6637d648b3931ed0a75e07035b4](https://csuchico.app.box.com/f/90d33c6637d648b3931ed0a75e07035b4)

**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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**DISCLOSURE OF CAMPUS CRIME STATISTICS**
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