POSITION: Student Client Support Specialist (8 hours/Week)
RECRUITMENT ID: 677
LOCATION: Passages Connections Program
COMPENSATION: $12.00 per hour

ESSENTIAL JOB FUNCTIONS: Under the direction of the Connections Program Supervisor, the Student Client Support Specialist is responsible for: 1. Receiving and screening referrals to the Passages Connections Program, assessing for eligibility, and otherwise providing referrals to other appropriate programs. 2. Maintaining an ongoing list of incoming and outgoing referrals to and from the Connections program. 3: Maintaining client data and records on an ongoing basis. 4: Managing wait lists for the short-term counseling component of the Connections program. 5: Making and receiving phone calls on behalf of the Connections program, as required. 6: Helping maintain a system of filing for the Connections program. 7: Occasional purchasing and delivery of items on behalf of both the Connections program and enrolled clients. 8: 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. 9: Inputting confidential client data into an electronic database system.

EMPLOYMENT STANDARDS:
• Education: Currently enrolled as a 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 License. Ability to function as a member of the PASSAGES team. Bilingual skills desirable, but not essential. Fingerprinting will be required of any successful candidate.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit: Chico State Enterprises application, cover letter, current resume, three professional references.

APPLICATION DEADLINE: Application deadline is September 2, 2019. Open until filled. Applications can be submitted:

BY MAIL:
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON:
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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