



**Title:** VIDA Care Specialist

**Campus:** Del Rio

**Job ID:** 242510710302

**Closing Date:** January 1, 2025

---

**Job Summary:** The VIDA Care Specialist will serve as a non-clinical case manager for students. This position provides goal-oriented and strengths-based assessment, intervention, and coordination of services to students experiencing academic, personal, or medical difficulties to assist them in removing barriers to success and to enhance their holistic well-being. The VIDA Care Specialist is a key resource in making referrals to, participating in, and delivering interventions from the institution's CARE Team. The VIDA Care Specialist provides institutional response to students experiencing varying levels of distress and connects students with the most appropriate resources.

**Classification:** Full-time, Non-Exempt

**Department:** Title V-DHSI VIDA

**Salary:** Professional Schedule Group II; grant-funded position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Bachelor's degree in social work, student affairs, student development, mental-health related field, or other related degree. Experience in the higher education environment. Experience providing support to individuals in crisis.

**Experience & Training:** Working knowledge of mental health, student development, Behavioral Intervention Team (BIT) best practices, higher education law, FERPA, and electronic record-keeping systems. Bilingual English/Spanish preferred.

**DUTIES & RESPONSIBILITIES:** Provides oversight and non-clinical case management for students identified as at risk; manages referrals of distressed students from administration, faculty, staff, and other members of the campus community. Connects students with resources on and off campus as appropriate. Identifies and documents the network of campus and community services to meet specific needs related to academic stress, mental health services, financial support agencies, food services, housing, etc. Follows up and tracks referrals for students with identified high-risk needs. Serves as a point of contact for campus community members seeking consultation and advice about care coordination services for students who seem to be experiencing distress. Establishes assessment and evaluation procedures for students of concern and care coordination. Assist in the development and implementation of basic needs services and procedures including but not limited to outreach and education, campus wellness initiatives, departmental publications, and social media. Assist in developing and coordinating training for paraprofessional staff and student staff. Assists in collaborating and participating with other departments on new student orientation and transition initiatives for the campus. Provides support for special projects including but not limited to Alcohol and Other Drugs, Hazing Prevention, and other campus committees. Protect the privacy of student educational and health records per FERPA and HIPPA and maintain compliance with reporting requirements under Title IX, the Clery Act, and other applicable regulations. Be available to work during some evenings and on weekends to assist in crisis. Performs other related duties as assigned.

## **Job Functions:**

### 1. VIDA Care Specialist Responsibilities

- Schedule appointments with students referred to the Team and/or for care coordination
- Conduct intake appointments to assess needs holistically
- Coordinate action plan, referrals, and support, including follow-up appointments as necessary
- Connect students with the appropriate resources on- and off-campus
- Communicate and collaborate with appropriate staff, resources, and the Team
- Document case notes in electronic record-keeping system

**Title:** VIDA Care Specialist

**Job ID:** 242510710302

**Campus:** Del Rio

Page 2 of 2

---

2. CARE Team Responsibilities

- Contribute to Team discussions and assessment using case notes and new referral information
- Refer individuals to the CARE Team, as needed, for students receiving care coordination
- Deliver Team recommended interventions to students

3. Outreach and Awareness Responsibilities

- Create marketing, awareness, and educational campaigns promoting VIDA care coordination services
- Develop and deliver presentations tailored to specific stakeholders
- Coordinate with institutional offices, ensuring effective integration of messaging

4. Departmental Responsibilities

- Complete special projects and other duties as assigned
- Participate in assessment efforts related to care coordination effectiveness

**Additional Qualification Requirements:**

Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. May require some evening and weekend work. Must have a valid Driver's License and be insurable through SWTX insurers. Travel required to other locations served by the college.