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Developed by:.....CS;MJG
Reviewed by:..... SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Outreach and Intervention
DIVISION: Student Affairs
REPORTS TO: Assistant Dean of Students, Outreach and Intervention
GRADE: 11
SUPERVISES: Peer educators, graduate assistants, undergraduate employees

BASIC FUNCTION:

Initiate, design, implement, and evaluate education programs designed to increase individual, departmental, and university knowledge of mental health issues and disruptive behavior patterns facing college students. Design and implement individual, group, and environmental interventions to increase awareness of mental health issues and decrease impact of disruptive student behavior on all aspects of campus life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Assistant Dean for Outreach and Intervention, implement case management and individual intervention strategies for students needing behavioral intervention (i.e., disruptive students, students indicating self-harm or other-direct threat), and by-stander intervention education to reduce high-risk self-harm behavior by students.

Serve as case manager for University's Behavioral Intervention Team. Works directly with students and coordinates with appropriate university personnel including University Police, Counseling Center, Health Services, Housing and Residential Life, Early Alert, Violence Prevention and Advocacy Services, as well as local hospitals and police agencies.

In cooperation with Counseling, Health Services, and Disability Services, implement a campus-wide interdisciplinary approach to mental health education and high-risk behavior intervention.

Serve as trainer in areas of disruptive students, student mental health issues for faculty and staff.

Design, coordinate, and implement interventions for students who violate community standards of physical actions, harassment, and related areas.

Conduct social marketing efforts promoting health and wellness resources available for students.

Recruit, train and supervise graduate assistants, interns, and peer educators.

Coordinate application process for supplemental program funding sources from government and private funding agencies to augment funding for mental health education and intervention efforts.

Implement and coordinate prospective, new student programming, parent programming, and first-week programming efforts for the Dean of Students' Office.

OTHER DUTIES AND RESPONSIBILITIES:

Compile statistical reports and documents for the Dean of Students Office.

Represent the office on University, Division and other committees, and at University events.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Master's degree in education, social work, counseling, clinical psychology, college student personnel or related field required; minimum of three years' professional experience with one of those three years of experience in either (a) clinical or practical experience in case management of disruptive students or behavioral intervention, or (b) mental health outreach or educational mental health programming; demonstrated experience working in a college/university environment or with college aged-population; demonstrated verbal and written communication proficiency; demonstrated ability to work with diverse populations; demonstrated ability to work in a fast-paced collaborative team environment; demonstrated ability to interpret institutional policies, plans, rules and objectives; demonstrated ability to communicate the interpretation of policies, plans, rules, regulations, and objectives to others. demonstrated ability to facilitate trainings, workshops, or educational sessions; demonstrated ability to work non-standard hours (e.g., evenings, weekends, late nights).

Preferred: Demonstrated experience working with health and counseling units in mental health education and intervention; demonstrated experience coordinating and consulting with a wide range of departments and agencies; demonstrated successful grant writing experience; demonstrated understanding and use of contemporary communication methods (i.e., social media); demonstrated experience with assessment and evaluation.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.