



POSITION AVAILABLE Student Case Manager THE PUTNEY SCHOOL

The Putney School is seeking a **Student Case Manager**, a full-time position within the Counseling Center, to begin work in January 2024 or as soon as possible. The Student Case Manager is responsible for coordinating mental health care for students, including working with students, families, administrators, teachers, therapists and physicians, and the counselors in the Counseling Center.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically-marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work. The school supports all its employees in developing this critical skill set.

Position Responsibilities

- **Coordinate the case management of students** seeking mental health care at Putney, including incoming and current students. This includes scheduling appointments, coordinating with students, parents and guardians, therapists and physicians, and managing referrals to local therapists.
- **Manage Care Plans of students who have Sanctuary** (a health-based school response for students struggling with mental health, drug and alcohol use, self-harm, school expectations, and other situations). This may include coordinating a Substance Use Assessment with a local therapist, setting up advisor check-ins, counseling, support group attendance, drug tests, or other support services as needed.
- **Facilitate Medical Leaves** This includes interfacing with students and Putney personnel in various offices, contacting families, arranging for the student to leave school, consulting with outside providers, communicating with families while the student is on medical leave, ensuring academic and student deans are coordinating student responsibilities, and coordinating their return in terms of communicating with therapists, psychiatrists, physicians and parents/guardians to determine eligibility to return and creating a care plan upon return.
- **Coordinate crisis response** for a student with a mental health crisis or mental health emergency, including assessment, delegation, arranging for transportation to the local hospital, coordinating a campus-wide response, and documentation. Meet with and review roles for a campus Crisis Response Team (CRT). Lead a postvention response if necessary.
- **Develop a network of outpatient providers**, maintaining positive relationships and assessing clinical fit with students for future referrals.
- **Track and organize incoming mental health paperwork** for new and returning students.
- **Manage a department budget** and submit receipts and invoices in a timely manner.
- **Coordinate, schedule and arrange payments** for local therapists who run groups on campus.
- **Assist the Director of Counseling** in organizing **professional development** for the Counseling Center staff.
- **Coordinate fee-based services** with the Business Office.
- Possibility of individual counseling with students.
- Other duties as assigned.

Position Benefits: Competitive compensation depending on experience; health benefits, paid vacation, and 403(b) retirement plan contributions; annual professional development opportunities.

Qualifications:

- BA or higher, with two or more years of experience in the fields of clinical case management, medical or therapeutic care, counseling, or social work. A licensed counselor or social worker is preferred, but not required.
- Strong organizational skills, task completion skills, and intrinsic motivation.
- Experience working with adolescents, preferably in a school setting.

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- Experience conducting crisis assessments and managing crisis situations, including the ability to be calm under pressure, think systematically, delegate tasks and manage others, triage, and manage moments of high stress.
- The ability to provide strong, professional, positive leadership in order to manage the diversity of tasks and requirements of the position.
- Strong rapport building and people skills. The ability to communicate clearly, confidently and professionally, both verbally and in writing, with students, parents/guardians, and medical professionals.
- A strong desire to work collaboratively and positively within a team of counselors.
- Proficient with Electronic Medical Records software and the Google suite of programs.
- An understanding of the joys and challenges of boarding school life.
- Ability to pass a criminal-background check and authorization to work in the U.S. are required.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org by January 31, 2024. We will continue reviewing applications until the position is filled.