Job Title: Coordinator, Urgent Care

BCAT Code: 09IX40                  Effective Date: September 8, 2014
Pay Grade: G18              FLSA Status: Exempt              Revision Date: November 1, 2014

General Description
Responds to students, faculty, parents and campus partners about urgent care needs during Counseling and Testing Center (CTC) operating hours. Coordinates walk-in and urgent care consultation services of the CTC, such as clinical services and assessment of urgent mental health care needs in the walk-in clinic as well as clinical consultation with clinicians staffing the walk-in clinic. Serves in rotation with the Associate Director in after-hours emergency coverage.

Examples of Duties
- Oversees and consults clinicians staffing the walk-in clinic for mental health urgent care needs of students.
- Manages the electronic records database to ensure that the correct assessment and intervention documentation for urgent care is completed and on record.
- Follows up with students, faculty, staff, or parents during urgent care services at the CTC.
- Prepares reports of urgent care as required.
- Provides individual consultation to students seeking services in the walk-in clinic.
- Presents workshops and seminars to students and the campus community.
- Administrates backup administrative coverage for campus emergencies in rotation with the Associate Director for Psychological and Health Services after hours and during the days as assigned.
- Coordinates the assessment of clinical services.
- facilitates the admission to the hospital for students.
- Performs post-hospital evaluations to assess follow up needs.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of federal, state laws, University policies and procedures.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment in complex situations.
- Ability to follow basic safety precautions.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Doctoral degree from an American Psychological Association (APA) accredited program in Counseling or Clinical Psychology. Licensed as a Psychologist in Georgia or able to transfer valid license to Georgia within 90 days.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.