



## **VACANCY ANNOUNCEMENT**

**Encumbered position and the position is being restructured**

**Position Title: Case Manager - AIM**

**Position #: 400010**

**FLSA Status: Exempt**

**Position Status: Full-Time**

**Reports To: Mental Health Counselor**

### **DUTIES AND RESPONSIBILITIES:**

As part of the AIM Grant, the Case Manager will:

1. Provide leadership in the coordination of internal and external care and services for individual students of concern.
2. Serve as a member of the College's CARE Team and support its functions.
3. Provide management and oversight of records and files pertaining to students of concern including case notes and referrals. Ensure that records and data are maintained in accordance with college policies and federal and state regulations.
4. Support role-identifying psychosocial issues (financial, international, legal, family) that impact academic performance, identifying resources to support student needs, and assisting students of concern with finding appropriate resources/referrals.
  - a. Perform evaluation to determine student needs.
  - b. Formulate intervention plans.
  - c. Meet face to face with students, colleagues and others, to learn more about a student's well-being, resources needs, and plans to expedite problem resolution.
  - d. Provide referrals to support services within the college as well as community agencies.
  - e. Maintain an accurate directory of community resources available to students.
  - f. Assist students with needs including, but not limited to, crisis intervention, referral to community resources, access to medical care including hospitalization and discharge planning.
5. Review incoming students of concern and track for potential follow up.
6. Serve as a resource to faculty, staff and students on recognizing and responding to students at risk and reporting concerns.
7. Facilitate the development, review and implementation of policies, procedures, and practices with regard to students of concern.
8. Serve on department, division and college committees and task forces as requested.
9. Represent the department at campus presentations and professional meetings and conferences.
10. Assist Student Success Coach with orientation activities as requested.
11. Prepare reports and analysis as requested.

12. Work with Learning Commons and Student Engagement Coordinator, Residence Hall Manager, Mental Health Counselor and/or psychology faculty to facilitate educational opportunities for students.

13. Other duties as assigned.

This position is funded through a Title V, Developing Hispanic-Serving Institutions Program (DHSI), for five years beginning October 1, 2020. Any grant funded position with future employment will be contingent upon funding.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Bachelor's degree in counseling, education, social work, or related field
- Experience working with youth/young adults
- Excellent oral and written communication skills

**Preferred Qualifications:**

- Experience developing programming for students, including student success workshops
- Experience in a similar higher education project providing direct support to students
- A background profile similar to that of the participants of the program
- A demonstrated commitment to rural community college
- A demonstrated commitment/evidence of sensitivity in working with Hispanic, first generation, and low-income students

**SALARY:**

\$35,623 – \$41,000 annually with an excellent and highly competitive benefits package including PERA retirement, health, vision, dental, life insurance, and sick and annual leave  
11-month position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

March 26, 2025

To express interest in similar jobs, email [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu).

**POSITION START DATE:**

April 1, 2025

**Submit Application Packet To:**

Otero College

Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050  
FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

***Applicants must submit to and pass a background check before an offer of employment can be extended.***

***\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa. \*\****

***\*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu), or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

***The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes***

***statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.***

***Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet***

**Qualified protected class individuals are encouraged to apply**

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

### **ABOUT OTERO COLLEGE:**

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing

Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero College, visit the college's website at [www.otero.edu](http://www.otero.edu).

**OTERO MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.