



Position Title: BSN Case Manager (0.5 FTE)

DEPT: Nursing

REPORTS TO: Program Director for the RPED Nursing Grant

FLSA: Non-Exempt

SALARY: \$29,500 - \$32,500 (*grant-funded position, subject to funding availability*)

BSN Case Manager - Nursing Students

Job Summary

The Case Manager provides individualized support and care coordination to pre-nursing and BSN nursing students participating in the RPED grant program. The Case Manager serves as a primary point of contact for students and works collaboratively with faculty, advisors, and campus partners to identify barriers to persistence, connect students with resources, and promote academic success, retention, and degree completion.

Essential Duties and Responsibilities

- **Student Support and Case Management:** Conduct regular one-on-one meetings with students to assess needs, identify barriers to success, and develop individualized success plans.
- **Resource Navigation:** Connect students with academic, financial, personal, and community resources, including tutoring services, counseling, emergency assistance, childcare resources, transportation support, and other available programs.
- **Retention and Persistence Support:** Provide proactive outreach to students experiencing academic or personal challenges and assist them in developing strategies to remain enrolled and progress toward degree completion.
- **Referral Coordination:** Collaborate with faculty, advisors, and campus support offices to facilitate timely referrals and coordinated interventions.
- **Student Advocacy:** Advocate for student needs and promote equitable access to institutional resources and opportunities.
- **Workshop and Program Participation:** Assist with the planning and implementation of workshops, orientations, and student engagement activities designed to promote academic success and professional development.
- **Collaboration:** Work closely with nursing faculty, academic advisors, and other student support personnel to ensure a coordinated and supportive learning environment.
- **Documentation and Data Tracking:** Maintain accurate records of student interactions, services provided, and outcomes. Collect and report data required for grant evaluation and program improvement.

- **Compliance:** Ensure confidentiality and maintain records in accordance with institutional policies and applicable regulations.

Qualifications

- Bachelor's degree in nursing, social work, education, counseling, public health, or a related field required.
- Experience working with college students or diverse populations in advising, case management, counseling, student affairs, or related settings.
- Strong communication, interpersonal, organizational, and problem-solving skills.
- Ability to maintain confidentiality and work effectively with diverse student populations.
- Commitment to student success, equity, and inclusive practices.

Preferred Qualifications

- Master's degree in a related field.
- Experience working with first-generation, rural, or historically underserved student populations.
- Knowledge of higher education systems and student support services.
- Experience with data collection, reporting, and program evaluation.
- Proficiency in Microsoft Office and student information systems

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding availability.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University Office of Human Resources, 3240 Fort Road, Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.