

<b>Job Level</b>	<b>Tell Someone Coordinator</b>	<b>Professional Level II</b>
Oversight Received	<ul style="list-style-type: none"> <li>* Primary point of contact for the Tell Someone and Incidents of Bias reporting vehicles, including telephone hotline and online forms. Uses judgement to evaluate reported information to assess risk factors and appropriate response, including direct outreach to individuals of concern or referral to campus and community partners for action. Utilize university records to supplement reported information for assessment of appropriate response.</li> </ul>	<ul style="list-style-type: none"> <li>• Limited supervision through review of work product</li> <li>• Periodic monitoring of work</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Performs duties based on established University Process and Policy to evaluate reported information and assess risk factors and mitigating actions</li> <li>* Seeks and gathers information to assess for safety concerns and determines appropriate strategies for outreach and response</li> <li>* Prioritizes incoming and existing cases for level of risk and timely response</li> <li>* Maintain accurate and detailed records of reports to Tell Someone and Incidents of bias, including communications, follow up, and outcomes. Administers surveys, collects feedback, runs reports, and tracks data for Tell Someone and Incidents of Bias.</li> <li>* Tracks individuals of concern (i.e. faculty, staff or students) as follow-up to ensure that their individual needs are met; follows-up with reporting parties as needed.</li> <li>* Reviews other reporting mechanisms in order to track students or employees of concerns and monitor related cases.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies concepts to resolve a variety of problems</li> <li>• Discretion to determine a course of action with review</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Communicate with reporting parties to discern and assess relevant information for next steps. Provide resources and coaching to support reporting parties as needed.</li> <li>* Develop and maintain working relationships with campus and community partners. Serve on committees and action teams to support mission as necessary.</li> <li>* Manages marketing and advertisement efforts of Tell Someone.</li> <li>* Schedules and presents trainings to CSU departments, clubs, residence halls to better inform the community of the Tell Someone Program and Incidents of Hate/Bias reporting, and the other resources available through Support and Safety Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicates to a broad audience that may be outside of occupational discipline</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Coordinates and oversees the Tell Someone Program. Tell Someone is a referral resource for individuals concerned about students or employees who may be experiencing an emotional difficulty or mental health concerns. Tell Someone assesses for threats to safety and coordinates appropriate response and outreach based on the concern. Additionally, Tell Someone facilitates responses to Incidents of Hate/Bias that are reported through the Incidents of Bias Reporting platform.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of University policies and systems</li> <li>• Impact is on work team or department</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Master's Degree in Social Work, Human Development, Student Affairs or related field; or Bachelor's Degree in listed fields and 2 years related professional experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> </ul>