AUBURN
Human Resources

Mgr, Mental Health

Job Description

JOB INFORMATION

Job Code	CA10
Job Description Title	Mgr, Mental Health
Pay Grade	HW12
Range Minimum	$69,830
33rd %	$88,450
Range Midpoint	$97,760
67th %	$107,070
Range Maximum	$125,700
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/13/2015

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

Provides direction and supervision for the mental health related program(s).

RESPONSIBILITIES

- Participates in and serves as chair in collateral meetings for clinical and residential staff treatment teams.
- Develops assessment protocols designed to measure program effectiveness in decreasing recidivism rates of program participants and the determinants of that decreased recidivism.
- Oversees program development and training, assessing the extent to which services to be provided are consistent with the current state of knowledge in the field.
- Oversees the clinical activity of Mental Health Specialists and Clinical Psychology graduate students.
- Provides clinical services as assigned and relevant to specific juvenile offenders and their families.
- Facilitates orientation and training for program participants.
- Gathers, analyzes, and compiles data for reports, correspondence, and general information.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
EdD or PsyD	Degree in Clinical or Counseling Psychology	and	1 year of	Experience in providing mental health services to adolescents	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of counseling and treatment practices for juvenile sex offenders.	
Knowledge of State and Federal laws, American Counseling Association regulations, and Department of Youth Services polices and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be licensed as a Psychologist or eligible for licensure	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.