AUBURN
Human Resources

Mgr, Clinical Services
Job Description

JOB INFORMATION

Job Code	CA25
Job Description Title	Mgr, Clinical Services
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	10/4/2017

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates and oversees all clinical aspects of a residential treatment program for juveniles who have been adjudicated for sex offenses.

RESPONSIBILITIES

- Manages, directs, and coordinates institutional clinical services and programs.
- Plans and coordinates institutional treatment services and program activities in conjunction with academic and clinical staff.
- Ensures that the program meets or exceeds training standard requirements of the American Correctional Associates.
- Plans and implements weekly therapeutic group meetings for staff and residents.
- Ensures all clinical activities meet expectations for implementation of the Good Lives treatment model.
- Coordinates clinical program activities with Educational and Residential Life programs and various Department of Youth Services programs and activities, as well as coordinates critical incident reporting.
- Reviews and signs release documents and other clinical reports and records.

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	
Master's Degree	Master's Degree in in a recognized mental health related field, including Social Work, Professional Counseling, Marriage and Family Therapy, or Psychology.	and	5 years 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 standards of care for residential treatment of juvenile offenders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Licensed in professional discipline.	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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

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