AUBURN
Human Resources

Coord I, Resident Treatment

Job Description

JOB INFORMATION

Job Code	CA30A
Job Description Title	Coord I, Resident Treatment
Pay Grade	HW07
Range Minimum	$43,420
33rd %	$50,660
Range Midpoint	$54,280
67th %	$57,900
Range Maximum	$65,130
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/8/2013

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Clinical Services

JOB SUMMARY

Coordinates the development, implementation, and management of all residential based therapeutic activities.

RESPONSIBILITIES

- Develops therapeutic activities in residence halls.
- Implements and manages contingency management programs by training staff members, orienting students in their participation, and overseeing the practical requests of managing the commissary.
- Oversees student activities including student government, planning for holidays, and special activities and intermural sports.
- Organizes and develops plans for group counselors administering psyche-educational programs.
- Collects and organizes data confirming student-staff engagement.
- Writes reports summarizing student programming and activities.

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	May supervise employees but supervision is not the main focus of the job.

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	
Bachelor's Degree	Degree in Liberal Arts, Social Sciences, or related	and	0 years of	Experience in vocational/residential staff training	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.