AUBURN
Human Resources

Mgr, Mental Health Training

Job Description

JOB INFORMATION

Job Code	CA31
Job Description Title	Mgr, Mental Health Training
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	1/14/2015

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Researches, writes, designs, edits, and maintains documentation of staff training curricula and materials specific to treatment, management, and education of adolescents participating in sexual offender-specific treatment programs.

RESPONSIBILITIES

- Develops all Department of Youth Services (DYS) training curricula, to include training materials, visual aids, and student workbooks ensuring that all curricula meets standards set forth by the American Correctional Association (ACA).
- Supervises assigned staff ensuring that all training standards, records, and DYS policies and ACA standards are adhered to.
- Conducts training for all DYS staff, including, but not limited to, pre-service, orientation, mandatory topics, and other curricula designed to enhance and better equip the employee.
- Develops and implements measurable training goals for all DYS employee classifications.
- Develops and oversees the maintenance of a records keeping system designed to track all training received by each DYS employee.
- Develops and implements training needs assessments designed to show deficiencies in existing training materials.

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	
Bachelor's Degree	Degree in Psychology, Professional Counseling, Education or related field	and	5 years of	Experience in providing mental health training to staff	

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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of counseling and treatment practices for juvenile sex offenders.	
Knowledge of State and federal laws, CARE, and TCI principles and practices, adult learning principles, and curricula development principles	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Therapeutic Crisis Intervention Certification		Upon Hire	Required	And
	Certified Cornell Children and Residential Experiences (CARE)	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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.