AUBURN
Human Resources

CMS Activities Leader

Job Description

JOB INFORMATION

Job Code	CA51
Job Description Title	CMS Activities Leader
Pay Grade	AS07
Range Minimum	$37,140
33rd %	$43,330
Range Midpoint	$46,420
67th %	$49,520
Range Maximum	$55,700
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/10/2023

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

The Contingency Management System (CMS) Activities Leader coordinates and assists in all aspects of the Accountability Based Sexual Offense Prevention Program (ABSOPP) student incentive program designed to support afternoon student incentive activities.

RESPONSIBILITIES

- Manages the daily afternoon operations for the student incentive space to include daily visits to one of Accountability Based Sexual Offense Prevention Program (ABSOPP) dorms each day of the week. Oversees several student workers in this space while ensuring accurate incentive distribution. Develops and monitors student activities within the space and ensures safe operation and cleanliness of the student incentive space and adjacent area.
- Develops and organizes the monthly pop-up and end-of-month, and other events for five student dorms. Responsible for communicating with partnering agency's, Alabama Department of Youth Services (DYS) dorm staff about event details and student participation status. Manages the students who assist with the events preparation, operation, and ensuring items are available in advance to conduct the event.
- Assists with preparing the activity space for events to include overseeing student assistants, cleaning the space, moving chairs, tables, props, and event materials into place and decorate the space seasonally. Collaborates with the DYS trade and art classes to obtain seasonal decorative items as well as items needed for the student incentive activities.
- Oversees the CMS incentive items inventory which includes, counting and reporting inventory, creating order requests, and recommending order changes based on student surveys conducted. Works with campus partner agencies to coordinate accurate daily updates on student behavior point reporting. Researches, troubleshoots, and reconciles daily variances in reporting with students and partnering agencies.
- Coordinates with the Montgomery Museum of Art Outreach Program to arrange multiple 9-week art classes on campus each year. Ensures appropriate student selection through the ABSOPP Treatment Team and extends the opportunity for students in the partnering agency, Alabama DYS to attend.
- Ensures safe student movement per Department of Youth Services policy. Ensures accurate and timely student counts per policy. Ensures students follow behavior expectations set by Residential Team for continued participation in the program. Ensures ongoing communication regarding a students continued eligibility.
- Coordinates planning for events, practices and related. Coordinates student auditions. Oversees student clearance to participate with ABSOPP Treatment Team and other stakeholders.
- Oversees student practices and events. Coordinates volunteers for practices as available.

RESPONSIBILITIES

- Collaborates with residential DYS staff, ABA team, and the ABSOPP clinical team to effectively manage CMS.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	required. Degree in Psychology, Criminal Justice, or related preferred.	and	5 years of	experience working in a juvenile justice facility or working with adolescents.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and ability to create a positive and professional relationships with students in a juvenile justice setting.	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.