AUBURN
Human Resources

Asst Dir, Alabama Psychiatric Medication Review Team

JOB INFORMATION

Job Code	CA67
Job Description Title	Asst Dir, Alabama Psychiatric Medication Review Team
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:	3/18/2024 2:49:09 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position will oversee the APMRT data system, ensuring compliance with HIPAA and AU IRB regulations and developing new IRB protocols and assisting with data organization, analysis, and manuscript writing. They will also manage research tasks such as developing IRB protocols, ensuring data storage system compliance, training and evaluating employees, and maintaining regular communication with ALDHR personnel.

RESPONSIBILITIES

- Coordinates the training that is provided to the appropriate staff in each of the ten counties. Collaborates with Child Psychiatrists and Psychiatric Nurse Practitioners to decide when to discontinue behavioral services for referred foster care youth. Also adjusts caseloads for Behavioral Analysts (BCBAs) who provide behavioral services within the project.
- Coordinates communications and interactions among the members of the APMRT. This include assigning ABA graduate students to BCBA supervisors and ensuring compliance with BACB training and ABA-I accreditation guidelines.
- Participates in and coordinate the delivery of training materials for videos training series. This also includes coordinating and conducting face-to-face, remote, or video training presentations as requested by DHR.
- Oversees and further develops the APMRT data system. Ensure HIPAA and AU IRB compliance with data. Provide trainings to graduate students and APMRT staff as needed. Develop new IRB protocols to address procedures and research questions as indicated by the APMRT project director with the approval of ALDHR. Duties in this area will also include assisting the Director in data organization, data analysis, and manuscript writing.
- In collaboration with the project Director, conducts annual evaluations of the BCBAs who provide services on the APMRT project. This duty also includes adjusting BCBA's responsibilities to accommodate special projects and training initiatives.
- Carry a caseload of one to three clients (foster families) who require behavioral services from a BCBA. Provide supervision to one or more ABA graduates students in compliance with BACB and ABA-I standards and guidelines.

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	Supervises others with full supervisory responsibility.

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	in Applied Behavior Analysis. Additional training or experience with human resources.	and	3 years of	experience providing behavioral service to families in foster care as a licensed behavior analysts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience in collecting data for research and publishing manuscripts in peer-reviewed outlets.	
Experience in coordinating training activities for foster parents and social workers and coordinating interdisciplinary activities.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Board Certified Behavior Analyst		Required	
Other	Licensed Behavior Analyst in Alabama (current or eligible)		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				Up to 25 pounds
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
No special vision requirements.