



**JOB INFORMATION**

Job Code	CA20A
Job Description Title	Coord I, Mental Health Train
Pay Grade	HW07
Range Minimum	\$40,930
33rd %	\$47,750
Range Midpoint	\$51,170
67th %	\$54,580
Range Maximum	\$61,400
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**

Coordinates the development and instruction of staff training curricula and materials specific to treatment, management, and education of adolescents participating a sexual offender-specific treatment program.

**RESPONSIBILITIES**

- Trains Division of Youth Services (DYS) personnel in policies, procedures, and unit-specific regulations.
- Assists with the development of curricula and materials specific to training, treatment, management, and education of adolescents with DHS.
- Coordinates training and meetings with direct care staff, contract staff, supervisors and agency personnel.
- Attends training meetings, workshops, conferences, administrative meetings, and other meetings as instructed.
- Maintains documentation of training conducted, attended, and forecasted, as well as other documentation as instructed by agencies and supervisors.
- Assesses training and learning outcomes through questionnaires and direct feedback.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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 Education, Counseling, Social Work, or related field	And	0 years of	Experience in providing mental health training to staff	

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.*

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

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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			

# 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.