



**JOB INFORMATION**

Job Code	CA25
Job Description Title	Mgr, Clinical Services
Pay Grade	HW12
Range Minimum	\$65,830
33rd %	\$83,380
Range Midpoint	\$92,160
67th %	\$100,930
Range Maximum	\$118,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/4/2017

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Coordinates and oversees all clinical aspects of a residential treatment program for juveniles who have been adjudicated for sex offenses.

**RESPONSIBILITIES**

- Manages, directs, and coordinates institutional clinical services and programs.
- Plans and coordinates institutional treatment services and program activities in conjunction with academic and clinical staff.
- Ensures that the program meets or exceeds training standard requirements of the American Correctional Associates.
- Plans and implements weekly therapeutic group meetings for staff and residents.
- Ensures all clinical activities meet expectations for implementation of the Good Lives treatment model.
- Coordinates clinical program activities with Educational and Residential Life programs and various Department of Youth Services programs and activities, as well as coordinates critical incident reporting.
- Reviews and signs release documents and other clinical reports and records.

**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.
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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	
Master's Degree	Master's Degree in in a recognized mental health related field, including Social Work, Professional Counseling, Marriage and Family Therapy, or Psychology.	And	5 years of	Experience in providing mental health services to adolescents.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of counseling and treatment practices for juvenile sex offenders.

Knowledge of standards of care for residential treatment of juvenile offenders.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	Licensed in professional discipline.	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		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.