

## JOB INFORMATION

|                         |                      |
|-------------------------|----------------------|
| Job Code                | CA10                 |
| Job Description Title   | Mgr, Mental Health   |
| 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 | 11/13/2015           |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Provides direction and supervision for the mental health related program(s).

## RESPONSIBILITIES

- Participates in and serves as chair in collateral meetings for clinical and residential staff treatment teams.
- Develops assessment protocols designed to measure program effectiveness in decreasing recidivism rates of program participants and the determinants of that decreased recidivism.
- Oversees program development and training, assessing the extent to which services to be provided are consistent with the current state of knowledge in the field.
- Oversees the clinical activity of Mental Health Specialists and Clinical Psychology graduate students.
- Provides clinical services as assigned and relevant to specific juvenile offenders and their families.
- Facilitates orientation and training for program participants.
- Gathers, analyzes, and compiles data for reports, correspondence, and general information.

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 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                                           |  |
|-----------------|---------------------------------------------|-----|---------------------|---------------------------------------------------------------|--|
| EdD or PsyD     | Degree in Clinical or Counseling Psychology | and | 1 year 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 State and Federal laws, American Counseling Association regulations, and Department of Youth Services policies and procedures.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                               | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------------------------------------|------------|------------------|--|
|                         | Must be licensed as a Psychologist or eligible for licensure | 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      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

|                                                            |
|------------------------------------------------------------|
| <b>Vision Requirements:</b>                                |
| Ability to see information in print and/or electronically. |