
Auburn University Job Description

Job Title: **Mgr, Clinical Services**

Job Family: No Family

Job Code: **CA25**

Grade HW12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

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

Essential Functions

1. Manages, directs, and coordinates institutional clinical services and programs.
2. Plans and coordinates institutional treatment services and program activities in conjunction with academic and clinical staff.
3. Ensures that the program meets or exceeds training standard requirements of the American Correctional Associates.
4. Plans and implements weekly therapeutic group meetings for staff and residents.
5. Ensures all clinical activities meet expectations for implementation of the Good Lives treatment model.
6. 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.
7. Reviews and signs release documents and other clinical reports and records.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	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.
Experience (yrs.)	5	Experience in providing mental health services to adolescents.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of counseling and treatment practices for juvenile sex offenders. Knowledge of standards of care for residential treatment of juvenile offenders.

Certification or Licensure Requirements

Licensed in professional discipline.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 10/4/2017
