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## Auburn University Job Description

Job Title: **Mgr, Mental Health Training**  
Job Code: **CA31**  
FLSA status: Exempt

Job Family: No Family  
Grade 36: \$59,700 - \$99,600

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### Job Summary

Researches, writes, designs, edits, and maintains documentation of staff training curricula and materials specific to treatment, management, and education of adolescents participating in sexual offender-specific treatment programs.

### Essential Functions

1. Develops all Department of Youth Services (DYS) training curricula, to include training materials, visual aids, and student workbooks ensuring that all curricula meets standards set forth by the American Correctional Association (ACA).
2. Supervises assigned staff ensuring that all training standards, records, and DYS policies and ACA standards are adhered to.
3. Conducts training for all DYS staff, including, but not limited to, pre-service, orientation, mandatory topics, and other curricula designed to enhance and better equip the employee.
4. Develops and implements measurable training goals for all DYS employee classifications.
5. Develops and oversees the maintenance of a records keeping system designed to track all training received by each DYS employee.
6. Develops and implements training needs assessments designed to show deficiencies in existing training materials.

### 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>
<b>Education</b>	Four-year college degree	Degree in Psychology, Professional Counseling, Education or related field
<b>Experience (yrs.)</b>	5	Experience in providing mental health training to staff

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

Knowledge of counseling and treatment practices for juvenile sex offenders. Knowledge of State and federal laws, CARE, and TCI principles and practices, adult learning principles, and curricula development principles

#### Certification or Licensure Requirements

Certified Cornell Children and Residential Experiences (CARE) and Therapeutic Crisis Intervention (TCI) Trainer

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing.

Job occasionally requires walking.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/14/2015

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