



Position Description

Title: Specialist – Behavior		
FLSA Class: Non-Exempt	EEO Category: Service Worker	WC Class: 8861
Job Title #1000033	Salary Grade:	Licensure:
Date Approved: 11/26/2016		
Revision Date:	Revision:	

Purpose of Position

This position will provide client casework, social skills instruction group work, and behavior modification services at a professional level, including intensive behavior therapy planning and parent education. This is a specialized position with supervision and report to the Director of Autism Services or Education dependent on the program.

Major Duties (*Essential Element)

- Secures information and coordinates and prepares client assessments in accordance with the Joint Commission Standards. Includes completion, distribution and presentation of final reports. This includes Functional Behavioral Assessments and if applicable Behavioral Management Plans for each client in conjunction with the client’s team. *
- Maintain SCM trainer certification; provides annual recertification for Great Circle staff and refreshers as needed. Trains staff on implementing programming.*
- Compiles behavioral data monthly*
- Coordinates with the Crisis Intervention Team to include crisis triage and post intervention to ensure successful transition and generalization.
- Supports the educational, autism and therapeutic staff as needed depending on program.
- Provides confidentiality regarding all matters pertaining to clients and families*
- Ensure that all medications are properly labeled containers with correct information.
- Administers all medications authorized for administration during the school day.*
- Notify parents/guardians at least three days before the authorized medications are depleted.

- Initiate and maintain records of all medications given in the school setting, including required documentation of Controlled Drugs.
- Initiate and maintain records of all medical assessments and interventions on any student.
- Work closely with the nurse on duty to address illness, injury and/or possible infectious disease.
- Communicate directly with parents/guardians regarding illness, injury and/or possible communicable disease to ensure that proper medical care is received.
- Communicate any special needs related to health issues to the rest of the educational and treatment team.
- Monitor the environment in the school for safety and sanitation and report any concerns to the Director of Education immediately. Organize all drills pertaining to student safety.
- Complete all documentation related to any medical issues or occurrences in a timely manner and insure that the information is forwarded to the appropriate staff.
- Completed and passed the Medication Administration classes and refreshers as approved by MCCA.
- Organize school-wide activities.
- Coordinate incident reports and follow up as needed.
- Produce monthly newsletter.
- Display positive, professional attitude with everyone with whom they come in contact.
- Utilize strength-based techniques in dealing with others.
- Serve on committees and special projects as assigned.
- Complete required trainings and refreshers as they become due for renewal.
- Perform any other duties as assigned for the betterment of Great Circle.
- Takes a leadership role at team meetings and secures information which is included in weekly progress notes, initial autism treatment plans, progress summaries, release or discharge summaries and which is submitted to various agencies within the established time frames.
- Prepares professional, well written reports and summaries for various agencies within the established time frame.
- Implements behavior change sessions to clients no less than once per week for treatment purposes, conducts social skills groups with clients 3 times per week, and maintains ongoing contacts with staff, families, referring agencies, and others involved in the treatment process.
- Maintains constant communication with the appropriate therapists.
- When required, attends court hearings, permanency planning meetings, and other such conferences in various areas throughout the state for the purpose of reporting on the client's progress and engaging in future planning.
- Maintains records of accountability within established time frames.
- Performs administrative and/or other duties on weekends, holidays, and whenever deemed necessary by the supervisor.

Working Conditions

Working in a trauma informed office or home environment. Lighting and temperature adequate. May be exposed to noise and crisis-related behavior from clients.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Other physical demands may also include climbing, stooping, kneeling or crawling, listening, tasting or smelling as well as full range of motion for lifting 10-30 pounds and able to assume positions while assisting in crisis intervention. Lifting of 100 pounds or more could occur two thirds of the time in position. Capable of engaging in strenuous and stressful situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Independent judgment is required to plan, prioritize and organize a diversified workload with attention to detail. Proficient in Word and email applications. Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds.

Required Education and Experience

- A Master's Degree in Special Education, Nursing or a related field or a Bachelor's Degree in Special Education or a related field plus five years' experience.
- Education in the area of behavior modification
- Obtain and maintain CPR and First Aid Certification
- Obtain a Missouri Class E license and coordinate with student transportation needed outside buses
- Working with adolescents
- Must be 21 years of age or older

Preferred Education and Experience

Experience with drug dispensing

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee Signature: _____