

**JOB TITLE:** Behavior Specialist

**Job Performance:**

**1. Demonstrates professional skills.**

CRITERIA

- A. Is able to convey and respond to oral and written information effectively.
- B. Recognizes when to consult with a supervisor, co-worker, or other affected parties prior to making a decision.
- C. Has regular and punctual attendance at work, appointments, and meetings.
- D. Ability to integrate feedback and constructive criticism into practice.

**2. Demonstrates competency in the utilization of the agency's technological systems.**

CRITERIA

- A. Proficient at using appropriate agency computer software and agency communication systems.
- B. Understands the impact of technological changes on the organization and is open to technological change in the organization.

**3. Demonstrates ability to provide community based service.**

CRITERIA

- A. Strives to provide high quality community based care to all individuals.

**4. Provides high quality clinical services, as well as family and collateral consultation on assigned cases.**

CRITERIA

- A. Provides documented observations of individuals in the home and community as assigned.
- B. Conducts structured interviews with individuals, family and collateral providers culminating in a written functional behavioral assessment.
- C. Develops a specific focused Behavior Support Plan designed to diminish, extinguish, or improve specific identified behaviors using Positive Behavior Supports.
- D. Provides collateral consultation including but not limited to attending ISP, medication review, staff, and other treatment planning meetings.
- E. Provides services in homes and community settings as assigned.

- F. Models for staff that support individuals how to implement identified strategies from the Behavior Support Plan.
- G. Works closely with the Residential Coordinator/Case Manager to ensure the Behavior Support Plan is implemented as developed, and makes necessary revisions/adjustments/updates to the plan.
- H. Participates as needed in Clinical Team meetings.
- I. Demonstrates willingness and ability to treat challenging and diverse individuals.
- J. Demonstrates cultural competence in dealing with individuals with a variety of different cultural backgrounds.
- K. Develops Medication Treatment Plans in compliance with BHN and DDS expectations.
- L. Trains staff on the implementation of Behavior Support Plans and Medication Treatment Plans.
- M. Reviews and collates data collected for each individual served at least weekly.

**5. Paperwork related to service is high quality.**

CRITERIA

- A. Paperwork is clearly written and legible.
- B. Paperwork addresses relevant clinical issues.
- C. Treatment plans are consistent with best practices.
- D. Progress notes are written in a manner that reflects actual progress being made towards established treatment goals.

**6. Paperwork related to service is timely.**

CRITERIA

- A. Progress notes are submitted within 2 business days after observations are made or services are delivered.
- B. Functional Behavioral Assessment is completed within 14-28 days of the initial contact with the individual.
- C. Behavioral Support Plan is completed within 14-28 days of initial contact with the individual.
- D. Ninety-eight percent of all charts reviewed had all paperwork due at the time of the review in the chart.
- E. Services are documented in a manner that is compliant with all applicable rules/regulations.

QUALIFICATIONS:

Job Knowledge:

- Experience in applied behavioral analysis: a) conducting functional behavioral assessments (FBA) of individuals with intellectual disabilities and serious emotional and behavioral disturbances that include: observing and analyzing

behavior in settings where the behavior is naturally occurring; evaluating specific antecedent stimuli and consequences; and other contributing factors (medical conditions, mental health issues, life changes, stressful life events); **AND** b) selecting interventions and strategies based on the results of the FBA and designing behavior plans that include intensive behaviorally oriented interventions; **AND** c) evaluating progress based on both qualitative and quantitative data and making adjustments to the behavior plan as needed; **AND** d) working with caregivers and direct support staff in homes and other community-based settings to implement behavior plans using techniques grounded in principles of positive behavior support (PBS) and/or applied behavioral analysis (ABA) with an aim toward extinguishing a wide range of challenging behaviors and increasing more socially acceptable behaviors.

- Ability to use basic computer programs, such as Microsoft Word, Microsoft Excel for documentation purposes.
- Must have familiarity with internet, word processing and email systems.
- Must have a valid driver’s license with a verified clean driving record.
- Must have a reliable vehicle available for work.
- Must be over the age of 21.

Schooling or Equivalent:

Minimum requirements: B.A. in a related field and two (2) years experience in the field of behavioral analysis.

RESPONSIBLE TO: Program Coordinator

**Analysis of Physical and Mental Demands of Position**

Strength			Describe job responsibilities that require these physical demands
Standing	10	% of time	
Walking	10	% of time	Getting to meetings, appointments
Sitting	50	% of time	Delivering direct services, paperwork
Driving	30	% of time	appointments, meetings
Lifting	5	lbs.	Files
Carrying	5	lbs.	Files
Pushing	0	lbs.	
Pulling	0	lbs.	

The following are physical and mental demands that may or may not be applicable to this position. Please **CHECK** the following abilities based on their use in accomplishing the

essential job functions. The letter indicated should be the minimum required to accomplish the essential job function.

	<b>not applicable</b>	<b>minimal</b>	<b>occasional</b>	<b>frequent</b>	<b>constant</b>
Climbing			X		
Balancing		X			
Stooping			X		
Kneeling			X		
Reaching			X		
Handling		X			
Hearing (with accommodations)					X
Seeing (with accommodations)					X
Depth Perception	X				
Color Vision	X				
Reading				X	
Math				X	
Communication:					
Oral					X
Written				X	
Mechanical Concepts		X			
Operating Equipment				X	

Please list equipment which will be operated:

Telephone, fax machine, photocopier, printer, computer, cell phone, automobile

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<b>Mental Abilities:</b>	<b>not applicable</b>	<b>minimal</b>	<b>occasional</b>	<b>frequent</b>	<b>constant</b>
Interpreting					X
Interpersonal Skills					X
Implementing					X
Evaluating					X
Organizing					X
Consulting					X
Analyzing					X
Specifying					X

Presenting				X	
Supervising			X		
Ability to deal with:					
Stressful situations				X	
Trauma, grief, death				X	
Public contact				X	
Decision making					X
Concentration					X

If there are any physical or mental demands which were not listed but is required to accomplish the essential job functions, please list below.

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