

**DESCRIPTION:** Under limited supervision, observes, encourages, models, trains, and coaches direct support staff in the implementation of Behavioral Support Program (BSP) procedures serving individuals with intellectual or other developmental disabilities and/or mental illness served in a 24-hour facility, within a treatment service program. Incumbents participate as an interdisciplinary team member; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class provide significant leadership, through encouragement, education, provision of tangible reinforcement, and modeling to direct support staff as they implement the procedures of behavioral programs to insure that behavioral support plans are applied as intended by the behavior program. Majority of work time will be spent providing this leadership. Incumbents do not provide direct care although will model appropriate direct care interactions with individuals residing within an Intermediate Care Facility (ICF) and/or home.

Positions in this class are differentiated from the Human Services Treatment Specialist series in that the focus is working with behavioral support programs. Positions are assigned to a specific (ICF) and/or home and are responsible for directly leading behavioral interventions, trainings, and treatment integrity checks for an assigned caseload, with the majority of time spent leading direct support staff in the implementation of the behavioral support plans.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Assists Board Certified Behavior Analyst (BCBA) in completing functional assessment/analysis, identifying and prioritizing strengths and needs, developing and implementing behavior support plans, and determining the effectiveness of the behavior support plan as part of the overall habilitation/treatment plan.

Provides direction, models, trains, advises, and coaches direct support staff on implementation of Behavior Support Plans (BSP).

Observes work of direct support staff to evaluate performance and to recommend changes that strengthen interactive skills.

Monitors for treatment fidelity and accuracy and completeness through observation, interviews, record review and data collection, as well as administers formal treatment integrity checks using BSP procedures and competency sheets, as required.

Provides continuous monitoring and evaluation of behavior support programs and advises the Interdisciplinary Treatment Team (IDT) of trends and outcomes.

Analyzes strengths and areas needing improvement of direct support staff and adjusts coaching, modeling, and mentoring techniques to promote success in the implementation of behavior support plans.

## H76300 – BEHAVIOR SUPPORT SPECIALIST (continued)

Identifies and develops performance shaping methods and techniques, instructs, models, and coaches direct support staff on best methods of implementing behavior plans and programs.

Interacts daily to exchange information, through oral and written communication, with individuals served, direct support staff and other program staff, administration, and external entities. Develops constructive and cooperative working relationships with others.

Analyzes information and evaluates results to assist in choosing the best solution and solves problems.

Calculates and analyzes collected behavioral data and assists BCBA in interpretation of graphs and monthly progress notes for behavior plan modification.

Participates in de-briefing with direct support staff and team members when complex interventions are used with individuals being served.

Maintains working knowledge of individual program plans (IPP and BSP) to assist with consistency in implementation.

Compiles progress reports on observations, trainings, and assessments for input and presentation and regularly attends and actively participates in IDT meetings to assist in developing the individual behavior support plan.

Conducts competency checks using Behavior Support Plan (BSP) procedures and competency sheets, to ensure successful training.

Provides supervisor(s) with individual staff performance information to assist in staff evaluation.

Oversees the use and care of BSP equipment and supplies used in the area and requisitions materials needed in training area.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the aspects of intellectual or other developmental disabilities and/or mental illness and their associated emotional/behavioral disorders; behavioral intervention/management principles, processes and/or procedures; behavioral assessment techniques; the principles and practices of active treatment concepts; the rights of individuals served; modern Applied Behavior Analysis principles and practices; in-service provision techniques; group behavior and dynamics; various behavioral assessment tools; human behavior and performance – individual differences in ability, personality, and interests, learning and motivation; professional ethics; statistics; problem solving and planning techniques; the principles of English composition including grammar, spelling and punctuation.

Skill in: coaching and demonstrating training techniques to co-workers and individuals served; identifying and assessing individual strengths and needs; problem solving; critical thinking; time management and organization of work; communicating information so others will understand; listening to and understanding information received from others.

## H76300 – BEHAVIOR SUPPORT SPECIALIST (continued)

Ability to: train, model and coach direct support staff in implementing behavior support plans; learn and apply applicable state, federal and Medicaid standards, policies and procedures; interact and communicate with staff members, family members, guardians, federal surveyors, other regulatory bodies and others in person via telephone, electronically, and written correspondence to exchange information and to respond to information requests; support and guide direct support staff in crisis mode; de-escalate situations and work to prevent future crises; foster and maintain working relationships; work independently and with minimal supervision; participate on an interdisciplinary team; be open to direction by BCBA's; gather and analyze assessment information such as environmental, psychological, and social; read and interpret instructions, manuals, documents, and other literature; assist in the writing and completion of reports; assist in the development, implementation, and monitoring of behavior support plans using effective behavioral strategies; assist in the evaluation of progress of behavior support plans; calculate solutions to arithmetic problems involving addition, subtraction, multiplication, division, fractions, decimals and percentages; monitor and analyze documents; utilize and demonstrate the use of effective behavioral intervention techniques and procedures; help create and deliver preventive and proactive interventions; learn and implement a multi-modal functional behavior approach.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in a human services field such as psychology, sociology, special education, counseling, human development, education or speech communication or closely related field AND experience with behavior support plans and habilitation programs for persons with intellectual or other developmental disabilities and/or mental illness Equivalent education and/or experience may substitute for the educational requirement on a year-for-year basis.

### **SPECIAL NOTE:**

Incumbents may work non-regular hours and work various shifts as needed to insure the integrity of behavioral treatment for those on the assigned caseload.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).