



**JOB DESCRIPTION – BEHAVIOR COUNSELOR (COMMUNITY BASED POSITION)
- WRAPAROUND**

Title: Behavior Counselor (Community Based Position) – Wraparound
Responsible to: Program Manager/Clinical Supervisor/Clinical Manager/ Program Director/Senior Director/Housing Program Manager
Employment Status: Non-Exempt

Job Summary:

The Behavior Counselor works within the Wraparound philosophy to support behavior strategies and provide direct support behavioral intervention and rehab services to participants and caregivers referred to the Wraparound program. Behavior Counselor will work with participants and caregivers in their residence or community; document services; collaborate with other social services, educational or mental health professionals; and actively participate in supervision. The Behavior Counselor is active in supporting and implementing Wraparound philosophy and its individualized, strengths-based, culturally responsive, family-centered approach to behavioral, evidence-based intervention.

Essential Job Responsibilities:

1) Acts as a skills coach and trainer in promoting Wraparound strategies implementation, assessing behavior and providing team agreed upon direct support for participants using strength-based interventions as directed by the Wraparound Client Plan and Wrap Plan; 2) Teaches participants and/or caregivers use of effective tools for coping with challenging behaviors; 3) Educates, trains, and works with caregivers to support follow-through and generalization of interventions; 4) Collaborates with other Wraparound team members to provide continuity and comprehensiveness of care; 5) Works in collaboration with participants and families to resolve crisis situations; 6) Provides treatment with dignity and show therapeutic understanding with all participants including people who differ in race, ethnicity, gender, and economic background, country of origin, religious beliefs, sexual orientation, and education.

Documentation/Administrative Duties: 1) Completes same day documentation of mental health progress notes, reports and other documentation of all services rendered in accordance with agency policy and quality standards for the position. 2) Maintains participant records in an orderly and timely manner including effective use of identified Electronic Health Record

systems. 3) Comprehends and meets all charting and billing deadlines. 4) Adheres to administrative and productivity goals. 5) Participates in internal and community-based quality assurance as assigned. 6) Verifies all aspects of documentation meet or exceed county, state and federal guidelines. 7) Meets all HIPAA standards in providing PHI to others. 8) Completes other documentation as directed by their supervisor.

Competencies: 1) Demonstrates knowledge of child/adolescent/young adult development and emotional disorders as relevant to program's target population. 2) Demonstrates knowledge of individual and family assessments, diagnosis, differential treatment approaches and interventions including intensive case management services. 3) Demonstrates knowledge of documentation standards and capacity to meet documentation expectations. 4) Provides developmentally appropriate treatment services consistent with program model and involving multiple systems planning and coordination.

Professional Conduct: 1) Maintains professional boundaries and adheres to all professional ethical standards including abuse reporting, maintenance of participant and business confidentiality and all agency and program policies including Boundary Code of Ethics, Core Competencies, Code of Conduct, Employee Handbook and state and federal regulations. 2) Exhibits clear knowledge and understanding of overall agency operations as stated in agency policies and procedures.

Professional Development: 1) Participates in weekly supervision. 2) Participates in trainings and provides training as assigned. 3) Participates in quality improvement activities as assigned. 4) Participates in Agency committees as assigned.

Other Duties and Responsibilities: 1) Other related duties as assigned. 2) May be required to work flexible hours, nights and weekends. 3) Will drive on Agency related business

Qualifications:

Required

1. B.A. Degree **or** five (5) years' experience in a mental health related field.
2. Demonstrated understanding of the developmental milestones of children, youth, or young adults.
3. Demonstrated ability to assess, triage and organize work.
4. Theoretical understanding or experience in behavioral approaches to treatment.
5. Experience with or knowledge of designing, supervising, monitoring, changing, and discontinuing individualized behavioral interventions.
6. Demonstrated cultural responsiveness in working with diverse families and communities.
7. Clean driving record: current CA Driver's License or ability to obtain within 10 days after hire.
8. Basic computer and keyboarding competence with the ability to use Microsoft Office Suite.

Preferred:

1. Coaching, Training, and/or Applied Behavioral Analysis experience.
2. Fluency in prevailing language(s) of the community.
3. Experience with individuals with mental health diagnoses and/or developmental disabilities.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is maintained within safe California Division of Occupational Safety and Health (CAL/OSHA) standards.

Communication

1. Must be able to express or exchange ideas by means of the spoken word to impart oral information or detailed spoken instructions accurately, loudly, or quickly.
2. Must be able to hear, understand and distinguish speech and/or other sounds (i.e., alarms, etc.).

Physical Activities

1. Must have visual acuity to view a computer terminal; to perform activities such as preparing reports, analyzing data; and to determine accuracy, neatness and thoroughness of work assigned.
2. Must be able to work on a computer for up to 20 hours per week.
3. Must be able to move in and out of offices, participant's homes or other community settings.
4. Must be able to bend, lift as much as 25 lbs., and walk up to a mile at one time.
5. Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
6. Must be licensed and have the ability and skill to drive cars, vans, or other vehicles.
7. Must be able to drive locally.
8. Must be able to respond quickly to emergencies, and to learn and implement Pro-ACT (or other agency approved training) as directed by program leadership.
9. Must be able to physically monitor youths to ensure they do not hurt themselves or others.
10. The job has potential for injury or harm, and the ability to assess and avoid threats posed by participants and the community is necessary to maintain safety.
11. Must be able to respond quickly to emergencies, and to learn and implement self-defense maneuvers, and to physically monitor youths to ensure they do not hurt

themselves or others.

I have read and understand the essential functions duties and responsibilities of my position as a Behavior Counselor (Community Based) - Wraparound. I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Printed Name: _____

Signature: _____

Date: _____