



## **JOB DESCRIPTION – BEHAVIOR SPECIALIST**

---

**Title:** Behavior Specialist

**Responsible to:** Program/Clinical Manager/Supervisor

**Employment Status:** Exempt/Non-Exempt

---

### **Job Summary:**

The Behavioral Specialist is responsible for leading 1:1 direct behavioral intervention services to participants and caregivers in their residence or community; documentation of services; collaboration with other social service, Regional Center, educational or mental health professionals; and actively participating in group and individual supervision. Additional responsibilities include administrative tasks such as tallying behaviors or creating behavioral forms. The Behavior Specialist is active in supporting and implementing wraparound philosophy and its individualized, strengths-based, culturally responsive, family-centered approach to behavioral, evidence-based intervention.

### **Essential Functions (Duties and Responsibilities):**

**Clinical Practice:** 1) Acts as behavior interventionist assessing behavior and providing one-on-one support for participants using strength-based behavioral interventions as directed by the Functional Assessment and behavior 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 of interventions. 4) Collaborates with other 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. 7) Utilizes de-escalation techniques, including but not limited to: attentiveness to potential triggers/stressors and early indicators of distress; motivational interviewing; reflective listening; providing responses that rely on engagement and empathy; modeling composure through use of calm voice and neutral facial expressions; remaining self-aware of verbal and non-verbal communication, demonstrated ability to adjust verbal and non-verbal communication, prompting for use of known coping skills; etc., to defuse distress and ensure safety in a manner that aligns with the trauma informed care model.

**Documentation/Administrative Duties:** 1) Completes documentation of mental health progress notes, reports and other documentation of all services rendered in accordance with agency policy, timeliness, 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 (up to 65% depending on program). 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 safeguarding and/or providing PHI to others. 8) Completes other documentation as directed by their supervisor.

**Professional Development:** 1) Attends weekly individual and group supervision, staff meetings and actively works toward developing professional skills. 2) Maintains current registration with BBS/BOP/BACB (if applicable). 3) Participates in trainings and provides training as assigned. 4) Participates in quality improvement and peer reviews 5) Participates in agency committees as assigned.

**Professional Conduct:** 1) Maintains excellent professional boundaries and adheres to all professional ethical standards including abuse reporting, and maintenance of participant confidentiality. 2) Adheres to all agency and program policies including Boundary Code of Ethics, Core Competencies, Code of Conduct, Employee Handbook and state and federal regulations.

**Competencies:** 1) Demonstrates knowledge of child/adolescent/young adult development and emotional disorders as relevant to program's target population. 2) Demonstrates knowledge of documentation standards and capacity to meet documentation expectations, both written and electronic. 4) Provides developmentally appropriate, trauma informed treatment services consistent with program model and involving multiple systems planning and coordination. 5) Demonstrated knowledge of designing, supervising, monitoring, changing, and discontinuing individualized behavioral interventions.

**Additional Duties:** 1) Other related duties as assigned by Supervisor. 2) May drive on agency business as required. 3) Participates, on a rotating basis, in providing clinical on-call coverage as assigned.

### **Qualifications:**

#### *Required*

1. B.A. Degree and four (4) years' experience in a mental health related field OR registered intern/associate with the Board of Behavioral Sciences (BBS), Board of Psychology (BOP), or the Behavior Analyst Certification Board (BACB) (or able to obtain registered status within first six (6) months after hire). An MA/MS degree in psychology or related field that is not recognized by the BBS for Registration may be considered.
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. Experience with or knowledge of designing, supervising, monitoring, changing, and discontinuing individualized behavioral interventions.
5. Demonstrated ability to utilize de-escalation techniques that align with the trauma informed care model as part of intervention strategy for working with participants in crisis who are responding to triggers/stressors and/or demonstrating early indicators of distress.
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. BBS/BOP registration OR Board Certified Assistant Behavioral Analyst (BCaBA) certification, or registration to obtain BCaBA certification.
2. Applied Behavioral Analysis experience.
3. Fluency in prevailing language(s) of the community.
4. Experience with intellectually disabled population.

**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. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, family members and youth.
2. Prepares clearly and concisely written reports and summaries.
3. Must be able to comprehend, follow, and clearly convey instructions to others.
4. Must be computer proficient and be able to work on a computer for up to 20 hours per week.

**Physical Activities**

1. Possesses the ability to actively participate in and supervise youth's recreational activities, including noncompetitive sports.
2. Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
3. Must be able to bend, lift as much as 25 lbs., and walk up to a mile at one time.
4. Must be licensed and have the ability and skill to drive cars, vans, or other vehicles. May occasionally be required to drive up to 4 (four) hours a day. Must have access to a dependable car and personal car insurance.
5. 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.
6. Must be able to physically monitor youths to ensure they do not hurt themselves or others.
7. 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.
8. 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 Behavioral Specialist. 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: \_\_\_\_\_