

Job Summary:

The job of Behavior Management Specialist was established for the purpose/s of providing consultation and assistance to families and schools of children with severe behavior problems in their home and school settings. Must be able to work a flexible work schedule in order to meet the needs of children; some evenings and weekend work may be required.

Essential Functions:

- ▶ Assesses present development levels in critical domain areas for the purpose of supervising the implementation of the behavior intervention plan.
- ▶ Collaborates with agencies, families, schools and others as needed for the purpose of implementing the behavior intervention plan activities as a team.
- ▶ Collects/Documents client data, related reports and child records for the purpose of on-going behavior intervention service planning and review.
- ▶ Communicates with children, family members, support staff and agency personnel for the purpose of sharing information pertaining to applied behavioral strategies and interventions.
- ▶ Confers/Coordinates with the program manager and funding agencies for the purpose of completing appropriate assessments, documentation and activities related to the behavior intervention plan.
- ▶ Consults with family members and support staff on the implementation of instructional strategies for the purpose of following specified behavior intervention plans.
- ▶ Consults/Supports families and staff as they work with children with serious behavior problems and developmental disabilities for the purpose of implementing appropriate behavior intervention programs.
- ▶ Coordinates/Maintains appropriate client records for the purpose of preserving the progress of the behavior interventions.
- ▶ Participates in the development, implementation and evaluation of behavior management plans for children in Applied Behavior Analysis (ABA) programs for the purpose of implementing appropriate behavior intervention programs.
- ▶ Participates/Functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- ▶ Provides instruction to small groups on behavior management strategies for the purpose of assisting others to understand the steps necessary for the management of severe behaviors.
- ▶ Receives/Coordinates the receipt of referrals and background information for the purpose of assessing and implementing appropriate behavior intervention programs.
- ▶ Supervises/Evaluates family members and support staff in the implementation of instructional strategies for the purpose of instructing children on behavior interventions.
- ▶ Supervises/Implements behavior intervention plans with family members and support staff to provide behavioral interventions for children for the purpose of carrying out the behavioral intervention plan.
- ▶ Supervises/Implements behavior intervention plans with the information collected for the purpose of providing behavior intervention based on individualized needs of the children and families.
- ▶ Writes reports for funding agencies as needed for the purpose of on-going behavior intervention service planning and review.
- ▶ Adheres to safe, clean practices for the purpose of maintaining sanitary practices with children and families.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - consult, effectively, with a wide range of diverse individuals;
 - write notes, memos, and reports of a moderately complex nature;
 - read notes, memos, and reports of a moderately complex nature;
 - explain complex intervention strategies in a clear and concise manner to family members, teachers, agency staff, and the public;
 - effectively interact with children, family members, teachers, agency staff, and the public;
 - determine steps in a complex process;
 - structure time effectively;
 - maintain student files and assist in the retrieval of pertinent information;
 - recognize and follow appropriate procedures when disruptive, abusive, or dangerous behavior occurs;
- ▶ **Knowledge of:**
 - behavior intervention strategies;
 - consultation skills;
 - effective teaching strategies;
 - parenting skills;
 - Applied Behavioral Analysis;
 - developmental, emotional, and behavioral disabilities;
 - non-violent verbal and physical intervention techniques;
 - proper English grammar, punctuation and sentence structure;
 - first-aid skills;
- ▶ **Ability to:**
 - supervise program implementations;
 - communicate both orally, and in writing, with family members, support staff and agency personnel;
 - understand and address the needs of children with special needs;
 - understand and carry out oral and written instructions;
 - maintain confidentiality of student records and communication;
 - meet schedules and deadlines;
 - effectively implement Applied Behavior Analysis (ABA) based intervention programs;
 - provide effective small group instruction;
 - be trained and pass an assessment;
 - work evenings and some weekends as needed;
 - travel locally using own vehicle;
 - speak Spanish is desirable.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Required:

- ▶ One year of experience working with autistic children or children with severe behavior problems plus 12 units in ABA; or
- ▶ Two years of experience working with autistic children or children with severe behavior problems in a home or educational setting is required.

Education Required:

- ▶ Bachelors degree.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

Other Requirements:

- ▶ Must be able to use own vehicle to travel to various locations within Tulare County.
- ▶ Willingness to obtain additional training in areas related to job function, knowledge and/or abilities.

Training will be provided in the following areas: behavior intervention strategies; developmental, emotional, and behavioral disabilities; and non-violent verbal and physical intervention strategies.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.