

**Job Summary:**

The job of Rehabilitation Management Specialist was established for the purpose/s of providing direct services to students academic, behavioral, and/or special needs. A flexible work schedule including some evenings and weekend work may be required.

**Essential Functions:**

- Adapts classroom activities, assignments and/or materials as assigned by classroom teachers for the purpose of supporting and reinforcing classroom objectives.
- Adheres to safe, clean practices for the purpose of maintaining a sanitary environment for students, family members, and other members of the behavior intervention services team.
- Assists students in group settings to manage their own personal behaviors for the purpose of ensuring the success of students.
- Assists with behavioral treatment plans and/or IEP goals for a caseload of students with various mental health diagnoses, developmental disabilities, and severe behavior problems for the purpose of reducing problem behaviors identified in the treatment plan/or IEP.
- Assists with Functional Behavior Assessments (FBA) and/or Functional Analysis Assessments (FAA) for students for the purpose of promoting successful implementation of the BSP/PBIP.
- Assists with present developmental and behavioral levels in critical domain areas for the purpose of developing and implementing intensive behavior intervention services.
- Collects data and records anecdotal student progress and maintains and organizes data notebooks for the purpose of on-going instructional and behavior intervention planning and review.
- Communicates with students, family members, support staff, and other agency personnel for the purpose of sharing information pertaining to intensive behavior intervention services.
- Confers/interacts with the program specialist, school psychologists, teacher, and behavior intervention technicians for the purpose of completing appropriate assessments, documentation and activities related to monitoring the student's behavior, mental health program, and evaluating progress on IEP goals.
- Counsels/Consults with teacher team staff in collection/documentation and writing data-related reports for the purpose of on-going intensive behavior intervention services planning and review.
- Generates/Maintains reports and appropriate student records for the purpose of monitoring the progress of intensive behavior intervention services in various settings.
- Implements under the direction of supervising instructional staff, instructional and behavioral plans designed by the IEP team for the purpose of presenting and/or reinforcing learning concepts.
- Maintains a productive daily schedule for the purpose of completing reports, instructional activities, and other duties.
- Maintains appropriate records to preserve the history and progress of behavioral strategies for the purpose of carrying out the behavioral intervention plan.
- Monitors students during assigned periods within a variety of school environments, including both 1 on 1 and embedded in-class routines for the purpose of maintaining a safe and positive learning environment.
- Participates as a positive team member for the purpose of enhancing and sharing knowledge and skills for the delivery of best practices.
- Participates in the development, implementation, and evaluation of behavior intervention plans in a variety of settings for the purpose of delivering effective programs to students with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Participates/Functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school environment.
- Supports the instructional program by assisting in the supervision, care, and instruction of students serious mental health and behavior difficulties for the purpose of implementation of plans for instruction, monitoring student behavior, data collection, and supporting students' IEP goals.

**Skills, Knowledge and/or Abilities Required:**

- **Skills to:**
  - Conduct effective training in the area of applied behavior analysis (ABA) and/or intensive behavioral intervention;
  - Collect and interpret relevant data regarding the implementation of intensive behavior service delivery;
- **Knowledge of:**
  - Basic principles and techniques of interviewing, counseling, behavioral intervention and other treatment modalities;
  - Techniques for evaluating and monitoring school and family situations, problems including social/emotional and health/medical issues sufficient to assist in the development and implementation of treatment plans;
  - Applied behavior analysis and intensive behavior intervention strategies;
  - Behavioral counseling/consultation strategies;
  - Effective supervision techniques;
  - Effective training techniques;
  - Various mental health diagnoses, developmental disabilities, and severe behavior problems;
  - Non-violent verbal and physical intervention techniques;
  - Proper English grammar, punctuation, and sentence structure;
  - First-aid practices;
- **Ability to:**
  - Read notes, memos, and reports of a moderately complex nature;
  - Effectively interact with students and district personnel;
  - Structure time effectively;
  - Communicate both orally and in writing with family members, support staff, school district and agency personnel;
  - Supervise program implementations;
  - Understand and address the needs of students with various mental health diagnoses, developmental disabilities, and severe behavior problems;
  - Understand and carry out oral and written instructions;
  - Maintain confidentiality of student records and communications;
  - Adhere to schedules and deadlines;
  - Read, interpret, and apply rules, regulations, and policies;
  - Rapidly learn from training methods, techniques, and develop materials to be used in instruction and intensive behavioral intervention;
  - Speak Spanish is desirable;
  - Travel in and out of county using own vehicle.

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 some hazardous conditions.

**Experience Required:**

- Job-related experience within specialized field is required.
- Two years of experience working with children with severe behavior and/or mental health problems.

**Additional Experience Required:**

Training will be provided to staff in the following areas:

- Advanced applied behavioral analysis;
- Advanced behavioral counseling/consultation;
- Identification and management of various mental health diagnoses, developmental disabilities, and severe behavior problems;
- Non-violent verbal and physical intervention strategies.

**Education Required:**

- A.A. degree in job-related area preferred.

**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.
- Psychiatric Technician License is preferred.

**FLSA Status:** Exempt

**March 2016**

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.