

Job Summary:

The job of Program Coordinator - Behavioral Services was established for the purpose/s of supervising staff in providing services to Behavioral Services children and families; coordinating services with all contracted entities; and assisting in organizing and directing the Behavioral Services Programs.

Essential Functions:

- ▶ Assesses developmental levels in critical domain areas for the purpose of developing an intervention program.
- ▶ Collaborates with and functions as a team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- ▶ Collaborates with staff and family members to follow specific behavior management plans for the purpose of implementing intervention strategies.
- ▶ Collaborates with staff and family members to follow specified behavior management plans for the purpose of implementing instructional strategies for children.
- ▶ Collaborates with staff and family members to provide behavioral intervention activities for clients in 1:1 settings for the purpose of carrying out the behavioral intervention plans.
- ▶ Collaborates with staff and parents for implementation of a behavior intervention program with the information collected for the purpose of providing behavior intervention based on individualized needs of the clients and families.
- ▶ Collaborates with staff and parents in collection/documentation and writing data related reports for the purpose of ongoing behavior intervention service planning and review.
- ▶ Collaborates with staff, agencies, families, and schools to facilitate them working as a team for the purpose of implementing the behavior intervention plan as a team.
- ▶ Collaborates/Communicates between staff, families, children, school staff and agency personnel for the purpose of sharing information pertaining to applied behavioral strategies and interventions.
- ▶ Conducts Functional Analysis Assessments (FAA) for children in home, school and community settings for the purpose of promoting successful implementation of the BIP.
- ▶ Coordinates Behavior Specialists interaction for the purpose of completing appropriate assessments, documentation, and activities related to behavior intervention plans.
- ▶ Coordinates/Conducts staff supervision for the purpose of scheduling work assignments, monitoring employee performance and providing feedback, training and support.
- ▶ Coordinates/Maintains productive daily staff schedules for the purpose of completing reports, instructional activities and other duties.
- ▶ Coordinates/Maintains reports and student records for the purpose of monitoring the progress of the behavior interventions.
- ▶ Develops/Conducts comprehensive staff development training for the purpose of developing expertise in training recipients in the essential skill areas of autism, mental health disorders and other serious behavior problems using the principles of applied behavior analysis.
- ▶ Develops/Implements/Evaluates behavior management plans for children in our program for the purpose of delivering effective programs.
- ▶ Evaluates/Receives referrals and background information for implementing effective services to clients for the purpose of conducting assessments and implementing appropriate behavior intervention plans.
- ▶ Provides instructional leadership for the purpose of developing behavioral intervention plans and supporting children, families and staff with an emphasis on measurable achievement of program goals.
- ▶ Supervises/Coordinates implementation of behavior intervention plans following the FAA for the purpose of promoting successful implementation of the BIP.
- ▶ Adheres to safe, clean practices for the purpose of performing the duties of the position.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - supervise staff as they oversee the delivery of services;
 - provide leadership for professional and support staff;
 - supervise and schedule the delivery of ABA services;
 - conduct effective training in the area of ABA;
 - collect data regarding the implementation of ABA services;
 - read notes, memos, and reports of a moderately complex nature;
 - effectively interact with children, family members, teachers, agency staff and the public;
 - structure time effectively;
 - assist with the maintenance of children's files and the retrieval of pertinent information;
 - recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs;
- ▶ **Knowledge of:**
 - effective supervision techniques;
 - behavior intervention strategies;
 - effective training techniques;
 - applied behavioral analysis;
 - developmental, emotional and behavioral disabilities;
 - non-violent verbal and physical crisis intervention techniques;
 - proper English grammar, punctuation and sentence structure;
 - first-aid skills;
- ▶ **Ability to:**
 - conduct a Functional Analysis Assessment and oversee the implementation of the plan;
 - conduct training sessions for parents, staff, other professionals and agency personnel;
 - communicate both orally, and in writing, with staff and family members, school 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 children's records and communications;
 - meet schedules and deadlines;
 - read, interpret, and apply rules, regulations and policies;
 - learn training methods, techniques and develop materials to be used in instruction and interventions with children.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly 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:

- ▶ Experience working in children's mental health and/or early intervention, and/or working with autistic or developmentally delayed children in an educational or social services environment.
- ▶ Experience supervising Applied Behavior Analysts providing direct services to autistic children and others with severe behavior problems.

Education Required:

- ▶ Masters degree in job related area.
- ▶ School Psychologist Credential (PPS) desirable.

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

- ▶ Licensure or eligibility for licensure as an LCSW, MFT, or Psychologist is desirable.
- ▶ Board Certified Behavior Analyst (BCBA) certification eligible.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California driver's license and proof of automobile insurance.

Other Specialized Requirements:

- ▶ Willingness to obtain and then maintain BCBA certification.
- ▶ Travel to various locations in Tulare County using own vehicle.
- ▶ Willingness to obtain additional training in areas related to job functions, knowledge and/or abilities.

Training will be provided to staff in the following areas: advanced behavior intervention strategies; identification and management of developmental, emotional, and behavioral disabilities; and non-violent verbal and physical crisis intervention strategies.

FLSA Status: Exempt

June 2012

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.