

JOB DESCRIPTION

Job Title: *Behavior Consultant I (9359)*
Behavior Consultant II (9774)

Job Summary:

The job of Behavior Consultant was established for the purpose of providing assistance and supervision to Behavior Tutors serving children with intensive behavioral intervention services using the principles of applied behavioral analysis; providing support to staff as they work with children with various developmental disabilities, mental health diagnoses, and severe behavior problems; and communicating effectively with families and all contracted entities to enhance the delivery of intensive behavioral intervention service programs for children. He/she must be able to work a flexible schedule in order to meet the needs of the children; evening and some weekend work may be required. He/she must be able to drive to various locations within Tulare County.

Distinguishing Characteristics of Behavior Consultant I and Behavior Consultant II

The Behavior Consultant I is designation as a transition classification where incumbents are expected to continuously pursue certification as a Board Certified Behavior Analyst (BCBA) from the Behavior Analysis Certification Board. The level and complexity of individual work assignments are commensurate with work experience and certification achieved.

The **Behavior Consultant I** (9359) is designated for the consultant who has satisfied the minimum experience and educational requirements for competence in supervising and developing ABA treatment programs for clients with autism spectrum disorder, developmental disabilities, and/or other mental health diagnoses. Incumbents at this level will be considered for promotion to the next level of Behavior Consultant II upon obtaining BCBA certification based on program need, program budget, satisfactory work performance, and the recommendation of immediate supervisor.

The **Behavior Consultant II** (9774) is for the consultant who has obtained BCBA certification from the Behavior Analyst Certification Board.

Essential Functions:

- Assesses present developmental and behavioral levels in critical domain areas for the purpose of developing and implementing intensive behavior intervention services.
- Assists the Behavior Tutors to implement intensive behavioral services as they work with children with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Assists the Behavior Tutors to collect, document, and record data, and maintain child records for the purpose of ongoing intensive behavioral service planning and review.
- Assists the Behavior Tutors to communicate with children, family members, school staff and agency personnel for the purpose of sharing information pertaining to intensive behavioral intervention services.
- Assists the Behavior Tutors, family members, school staff, and agency personnel for the purpose of implementing intensive behavioral intervention strategies to follow a specified behavior intervention plan.
- Assists the Behavior Tutors, family members, school staff, and agency personnel for the purpose of implementing instructional strategies to instruct children with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Coordinates services with the Central Valley Regional Center (CVRC), Tulare County Mental Health (TCMH), and school districts, as needed for the purpose of implementing intensive behavior intervention services as a cohesive team.
- Consults with parents and behavior intervention team staff in collection/documentation and writing data related reports for the purpose of on-going intensive behavior intervention services 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.
- Conduct Functional Behavior Assessments (FBA) and/or Functional Analysis Assessments (FAA) for children in home, school, and/or community setting for the purpose of promoting successful implementation of the BIP.
- Conducts staff development and behavioral training for parents and staff for the purpose of developing expertise in the essential skill areas of various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Develops, evaluates, and modifies behavioral treatment plans and/or program goals for a caseload of students with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Evaluates family members for the purpose of ensuring proper implementation of behavior intervention services.
- Generates reports for funding sources, and maintains appropriate student records for the purpose of monitoring the progress of intensive behavior intervention services in various settings.
- Maintains a productive daily schedule for the purpose of completing reports, instructional activities, and other duties.

- Provides parent training to small groups on behavior management strategies for the purpose of assisting others to understand the steps necessary for the management of severe behaviors.
- Participates/functions as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering 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 children with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Provides behavioral consultation to family members and other members of the behavior intervention services team as they work with children with various mental health diagnoses, developmental disabilities, and severe behavior problems.
- Receives referrals and background information for the purpose of assessing and implementing appropriate general behavior intervention services in various settings.
- Assists support staff with the administration of intensive and general behavior intervention services.
- Consults with the program coordinator for the purpose of completing appropriate assessments, documentation, and activities related to behavior intervention services.
- Adheres to safe, clean practices for the purpose of maintaining sanitary environment for students, family members, and other members of the behavior intervention services team.

Behavior Consultant II distinguishing job functions:

- Independently completes cross-program behavioral assessments as needed
- Independently provides cross-program behavioral consultation as needed
- Independently oversees insurance, Medi-Cal, and CVRC funded Bright Future and Bright Start-FACES specialized programs
- Provides ongoing supervision to Behavior Tutors who are pursuing BCBA certification as needed
- Develops and provides ongoing training and supervision for Registered Behavior Technicians (RBTs) as needed.
- Provides Behavior Consultation to school district staff under the direction of the Bright Start/Bright Future Program Manager

Skills, Knowledge, and/or Abilities Required:

- **Skills to:**
 - supervise the delivery of intensive and/or general behavior intervention services;
 - write effective annual and/or quarterly reports;
 - 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;
 - read and write notes, memos, and reports of a moderately complex nature;
 - effectively interact with students, family members, district personnel, CVRC personnel, TCMH personnel;
 - structure time effectively;
 - assist with maintenance of student files and in the retrieval of pertinent information;
 - recognize and follow procedures when disruptive, abusive, or dangerous behavior occurs;
 - effectively train, consult with a wide range of diverse individuals;
 - explain complex behavioral intervention strategies in a clear and concise manner to family members, teachers, agency staff, and the public;
 - determine steps in a complex process;
- **Knowledge of:**
 - applied behavior analysis and intensive behavior intervention strategies;
 - behavioral consultation strategies;
 - effective supervision techniques;
 - effective training/teaching strategies and 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 skills;
 - positive parenting skills;
- **Ability to:**
 - understand and address the needs of students with various mental health diagnoses, developmental disabilities, and severe behavior problems;

- conduct training sessions for parents, staff, and other professionals and agency personnel;
- conduct FBAs/FAAs, generate quality reports, and oversee the implementation of behavior intervention plans;
- communicate effectively , both orally and in writing, with family members, district personnel, CVRC personnel, TCMH personnel;
- conduct weekly on-site visits, participate in agency trainings and meetings in a variety of settings;
- 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;
- effectively develop and implement applied behavior analysis (ABA) based interventions;
- provide effective small group instruction;
- supervise program implementation;
- work evenings and some weekends as needed;
- travel locally using own vehicle;
- be trained to pass an assessment;
- speak Spanish is desirable.

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 on 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed under minimal temperature variations in a generally clean and healthy environment; however, the conditions may sometimes be unsanitary in locations visited by the program.

Experience Required:

- Two years of experience designing and/or implementing intensive behavior intervention services to students with various developmental disabilities, mental health diagnoses, and/or severe behavior problems in a home-based, center-based, educational, or social services setting.

Education Required:

- Bachelor's degree with an emphasis in applied behavior analysis, psychology, education, or a related field.
- Masters' degree preferred.

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

- Valid Board Certified Behavior Analyst (BCBA) or Board Certified Associate Behavior Analyst (BCABA) certification/eligible preferred.
- Valid California driver's license and proof of automobile liability insurance.
- Department of Justice and FBI Fingerprint Response.

Other Requirements:

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

FLSA: Exempt

June 2014

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.