



**Job Description Form**

Job Title: <b>Behavioral Support Specialist- BCBA</b>	Department: National
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Reports to (Title): Behavior support manager

Status: Full Time	FLSA Classification: <input type="checkbox"/> Exempt/Salaried <input type="checkbox"/> Non-Exempt/Hourly
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Created/Revised Date: 11.2.2020	Driving Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**GENERAL SUMMARY**

The Behavioral Support Specialist uses best practices and technology within a community-based setting to teach people with developmental disabilities how to acquire the physical, intellectual, emotional and social skills needed to live as independently as possible. This individual must be able to handle the pressure of training in a public environment, exercise patience, work with flexible schedule, and respond to crisis situations. Ingenuity and creativity must be utilized when determining the best training methods, assistance, and supports for an individual.

**ESSENTIAL JOB RESPONSIBILITIES**

- Provides training and support to treatment team.
- One-on-one observation and interaction with individuals.
- Completion of Functional Behavioral Assessments for identified individuals within necessary time frame.
- Creation of Prevention Plans and Support Plans as needed.
- Creation and training of background information guide to all incoming individuals before the client arrives in the home.
- Creation and training of all quick reference guides to all incoming individuals
- Training of staff on implementation of plans.
- Prepares progress reports for consumer's immediate support group, including their family and/or guardian, staff, employment specialist, case manager, and other professionals.
- Serves as an active member of each person's Inter-Disciplinary Team (IDT).
- Provide weekly/bi-weekly in-home support to everyone on case load.
- Complete billing as needed.
- Ensure all data and plans are accessed through Therap.
- Attendance at staff meetings.
- Complete supervision with manager weekly.
- Flex schedule including evenings and weekends

**NON-ESSENTIAL FUNCTIONS**

- Cooperate with Agency/Licensee and Division staff in any inspection or investigation.
- Attends conferences, seminars, and training as assigned by the Behavior manager/Director of Positive Options.
- Other duties as assigned by the Behavior manager/Director of Positive Options.

This Job Description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required.

The Company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

## KNOWLEDGE AND SKILLS

- Knowledge of Positive Behavioral Supports.
- Ability to conduct Functional Behavioral Assessments.
- Ability to collect, interpret, and graph data.
- Ability to exercise good judgement and use common sense.
- Knowledge and understanding of local regulatory agency operations.
- Understanding and commitment to community based support for persons with disabilities.
- Flexibility to deal with people at a variety of levels, both internally and externally.
- Ability to present facts and recommendations effectively in oral and written form.
- Excellent time management skills.

## QUALIFICATIONS/EDUCATION

- Must be at least 18 years of age.
- Masters's degree in behavioral analysis, psychology or related field.
- BCBA or BCaBA certification
- Minimum two (2) year experience in the development and implementation of behavioral support plans.
- First Aid, CPR, OSHA, and Medication Certification course within first 90 days of employment, and any required residential or state training.
- Community Options, Inc. orientation.
- Valid driver's license with good driving record.

## TRAVEL REQUIREMENTS

- While performing the duties of the job, employee travels by automobile, utilizing own vehicle, and is exposed to changing weather conditions.
- Transports participants in own vehicle.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**PHYSICAL DEMANDS:** The physical demands 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 with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Frequent lifting, stretching and other physical exertion during positioning of consumer's or equipment. May occasionally assist with wheelchair transfer of non-ambulatory participants.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, hours and weekly schedule dictated by current tasks, to include evening and weekend hours as required. May be exposed to various medical conditions and communicable diseases. Work will take place in the community, homes, and program sites.

APPROVED  
BY

*Title*

I have read and understand the responsibilities and physical requirements for this position

\_\_\_\_\_  
Employee-Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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