

PARADISE OAKS YOUTH SERVICES

Job Description Behavior Specialist

EXEMPT (Y/N):	No
DEPARTMENT:	Clinical
REPORTS TO:	Clinical Director
PREPARED BY:	Human Resources
DATE:	May 2022
APPROVED BY:	Clinical Director

SUMMARY

Supports program staff in implementing program with challenging or difficult residents; provides feedback to leadership team regarding behavioral interventions, incentive programs and other milieu based interventions; develops, implements and maintains frequency and intensity logs for problematic behaviors to be reported back to the leadership and Child and Family team; provides on the floor training to program staff to better implement program elements, including but not limited to supervision, behavior management, milieu management, and documentation; is responsible for submission of clinical notes to county Electronic Health Record system for purpose of billing and reimbursement; acts as on-call Residential Counselor for call outs and unfilled shifts for scheduled shifts; provides emergency assistance and support to houses with residents in crisis.

SUPERVISES

Not applicable at this time.

DUTIES AND RESPONSIBILITIES

The incumbent will perform, or cause to have performed, the following items:

1. Provides additional support in implementing program with challenging youth.
2. Assessment of youth's behaviors including, frequency, triggers, intensity, duration and possible motivation for the behaviors.
3. Design and implementation of program interventions, including special programs, in consultation and collaboration of the Leadership team, to intervene with youths challenging behaviors.
4. Timely completion and submission of clinical notes for purpose of billing and reimbursement in compliance with county and Medi-Cal regulations.
5. Maintenance of quarterly productivity of 50% or more.
6. Providing on call support for call outs and unfilled shifts as directed by the Program Director, during assigned work hours.
7. In collaboration with Administrator, provide training and feedback to Facility Managers and Residential Counselors in implementation of program and behavioral interventions.

8. Operation of established procedures to insure the integrity of the program. Recommendation to higher authority of proposed changes to program procedures as necessary and/or desirable to improve program efficiency and effectiveness.
9. Conduct employee orientations and/or in-service training as requested.
10. Maintaining a positive and professional demeanor at all times when interacting with supervisees, supervisors, administration, management, and all other team members.
11. Compliance with the program statement, Paradise Oaks Youth Services, the State of California Department of Social Services and other applicable regulations and procedures.
12. Review of client packets with other team members and recommendation of appropriate actions to higher authority.
13. Participation, with social work staff and others, in the preparation of comprehensive statements of individual Needs and Services plans, including periodic reviews, modifications, and reporting of progress thereon.
14. Recommendation to higher authority of observed needs for services of supporting professional, including but not limited to, psychologists, therapists, medical, dental, vision, hearing, and educational services.
15. Establishment and/or following of prescribed procedures to insure that clients receive necessary support, supervision, clinical, and administrative services to provide quality therapeutic experiences. Includes performance or delegation of specific shift duties including security checks, room checks, and continual supervision of youths, housekeeping, dining room, and activities.
16. Dispensing of medication in a timely and accurate fashion in accordance with doctor's orders, nursing training, and per Paradise Oaks Medication Policy.
17. Participation, with social work staff, in periodic group and/or individual therapy sessions. Such sessions may include clients' family members and other non-clients.
18. Submission of such reports and documents as required by higher authority, including both routine and non-routine, and both scheduled and unscheduled with particular attention being paid to the submission of required special incident reports, behavior logs, daily activity logs, and petty cash expenditures and other child related documentation.
19. Implementation of residents' individual treatment plans.
20. Receipt, storage, and dispensing, of medications in accordance with applicable prescriptions, and applicable sections of the written program statement and Title 22 as necessary.
21. May perform minor household maintenance functions and/or submit work requests for maintenance department actions.
22. Completion of other duties consistent with the above as may be periodically assigned by the

supervisor.

ESSENTIAL JOB SKILLS & PHYSICAL REQUIREMENTS

Must be able to insure proper staffing patterns and ratio and adequate levels of care throughout assigned shifts. Must be able to set effective limits and consistently provide safe and secure work environment for staff and residents. Must be able to properly document clinical interventions being utilized and be able to create and maintain specialized clinical records.

In order to meet the parenting responsibilities for abused and neglected adolescents placed with the group home, all direct care staff must be able to interrupt physical altercations, respond to injury and/or life threatening crises, hear interactions among residents or call for assistance from staff. Behavior Specialist must have the ability to use their mental faculties to make appropriate judgments in all areas that affect major life activity of childcare protection. Behavior Specialists must have the ability to lift up to 25lbs, walk, run, climb up & down stairs, kneel, bend, lift, carry, climb, squat, and stand for prolonged periods of time. Also they must be able to perform and assist in physical restraints on clients. Participate in physical activities with clients for example like exercise and outdoor sports.

QUALIFICATIONS

1. Bachelors of Arts or Sciences degree from an accredited college or university; **OR** two years' experience working with emotionally disturbed youth.

AND

Two years supervisory experience over social work, direct care and/or support staff providing direct services to youth in an agency or in a community care facility with a licensed capacity of six or more.

2. Must be able to interrupt physical altercations, respond to injury and/or life threatening crises, hear interactions among youth or call for assistance from staff, to walk, run, climb, lift 25 lbs., speak clearly, give and concise directions, and use their mental faculties to make appropriate judgements in all areas that affect major life activities of child care and protection.
3. Successful completion of Pro-Act certification within 3 months of employment.
4. Valid California Driver's License required, must meet agency requirements for driving a van.

NON-EXEMPT STATUS

The position is a non-exempt as defined under Order 5-2001, Department of Industrial Relations, Public Housekeeping Industry.

DOCUMENTATION OF HOURS

Time cards are to be completed and submitted for actual hours worked. This is a non-exempt position and documentation of actual hours worked is required to track hours for sick days and vacation days.

ACKNOWLEDGE

I certify that I understand that this job description is not intended to be all inclusive, and that I am expected, and agree, to perform other job tasks properly assigned to me by my supervisor. I understand, and agree, that Paradise Oaks Youth Services has the legal right to revise or change job descriptions and responsibilities as business needs arise or change. I understand, and agree, that this job description does not constitute a written or implied contract for employment; it is a written management tool for efficiently

