

**Chileda Institute, Inc.  
Job Description**

**JOB TITLE:** LEAD BEHAVIOR SPECIALIST

**QUALIFICATIONS:** Minimum of a Bachelor's degree in psychology or related behavioral science field with the ability to obtain a Master's degree and BACB certification. Master's degree in Psychology or related behavioral science field with a strong knowledge of behavior modification and certification through the BACB, or certified school psychologist is preferred. At least two years of supervisory experience is required.

**HOURS OF DUTY:** Generally 8:00 AM to 4:30PM, Monday – Friday with the ability to flex schedule for needs of the position. This is an exempt, full-time, benefited position.

**RESPONSIBLE TO:** Compliance Manager

**WORKERS SUPERVISED:** Directly: Behavior Specialists  
Indirectly: Direct Support Supervisors and Direct Support Professionals

**TYPICAL PHYSICAL DEMANDS:** Must have auditory, verbal, and visual acuity to adequately perform essential functions. Verbal communication and fine motor abilities must be adequate to perform essential functions. Must be able to reasonably perform essential functions without direct risk of substantial physical harm to self or others. See attached Essential Functions.

**SUMMARY OF POSITION:** Completes functional behavior assessments (FBA) using interviews with members of the child's interdisciplinary team, direct observation, review of records, and other appropriate assessments. Works with interdisciplinary team to develop and monitor individual behavioral approaches defined in each student's Positive Behavior Support Plan (PBSP) using results of the FBA in concert with all areas of staff, parents, guardians, and social work agencies to accomplish a positive behavior support plan for youth entering Chileda's program(s). Plans for and facilitates less restrictive behavioral interventions. Complies with all applicable licensing rules, by regulatory entities, and accreditation standards.

**ESSENTIAL FUNCTIONS:** See attached Essential Functions packet.

**KNOWLEDGE AND DEMONSTRATED SKILLS:**

- ***Behave Ethically:*** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- ***Build Relationships:*** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

- Communicate Effectively: Speak, listen, and write in a clear, thorough and timely manner using appropriate communication tools and techniques, , including technology relevant to the position.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters. Utilize dignity and respect with Trauma Informed Care when working with individuals with developmental disabilities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interest of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.

## **PRIMARY DUTIES & RESPONSIBILITIES**

- Oversee the behavior programming for residential and educational programs including but not limited to:
  - Reviewing all restrictive measures
  - Approving behavior modification approaches and positive behavior support plans.
  - Ensuring that all behavior modification techniques align with the HFS 52, CBRF, COA (accreditation) and BACB guidelines.
  - Monitoring house rules.
- Develop and coordinate functional behavioral assessments for individual's receiving services with annual treatment plan/IEP meetings and as needed.
- Develop and supervise development of behavior plans:
  - Utilizing core team suggestions and input, results of completed functional assessment analysis, data and record review, and direct observation in identifying alternative behaviors to be taught and to provide behavior services in a non-aversive, age-appropriate, pro-active, and normalized fashion.
- Work cooperatively with the individual's team to insure that behavior and habilitative services are provided in the least restrictive manner possible and to insure that restrictive techniques are not implemented in the absence of an approved behavior program which is designed to reduce reliance on the use of restrictive techniques.
- Communicate effectively with colleagues, parents, and social workers and effectively use written communication.

- Assist in crisis intervention, as well as offering staff advice and support in crisis situations with emphasis on non-aversive interventions to escalated behavioral situations.
- Review and update individual behavioral approaches on a quarterly basis or more frequently as necessary. Insure all behavior approaches are reviewed for appropriateness and updated if necessary at least annually.
- Ensure that all staff are certified in up to date physical crisis intervention procedures; staff re-certification on these procedures will occur annually.
- Ensure all staff members are trained on and understand behavioral approaches of individual's receiving services.
- Provide monthly data summaries of individual's receiving services. Work with individual's team to develop behavioral goals which will be reported on quarterly and annually.
- Work to develop and implement an accurate doable and understandable data collection system to monitor behaviors.
- Actively utilize other disciplines and members of teams when making decisions regarding the individuals served.
- Provide Supervision and Support to the Behavior Specialists, including training and constructive feedback.
- Supervisory duties include knowledge of schedules and workloads, providing performance feedback throughout the year, disciplinary action if needed and timely completion of performance evaluations.

**IN ADDITION:**

- Demonstrate patience, care, understanding, learning and excellence through all interactions with students and staff.
- Interact with parents, referring agencies, and school personnel to develop a dynamic and student focused team.
- Actively support and demonstrate the Mission, Vision and Values of Chileda.
- Be a positive example in words and actions to all students, staff, and visitors.
- Represent Chileda in a positive manner when interacting with the community and business leaders.
- Be knowledgeable of the Rules, Regulations, Policies, Procedures and Accreditation Standards that Chileda is required to follow.
- Be prepared to accept duties as assigned by supervisor.
- Participate in committees as assigned by supervisor.
- Concerning information provided by the Contract Coordinator, understand and confirm contractual requirements as related to area of responsibility.
- Ensure plans are in place to provide continuity in your absence. This includes planning for foreseeable emergencies and disasters.

**Received and Agreed upon by:**

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Employee Signature

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Date

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Employee Name (Please Print)

**Mission**

Improving quality of life for youth with cognitive challenges and extraordinary behavioral needs.

**Vision**

To be recognized nationally as the premier center of choice for transforming the lives and behavior of youth with extraordinary needs.

**Values**

Progressive- Embrace change and innovative ideas.

Responsive- Deliver timely, individualized approaches to every challenge.

Compassionate- provide respectful and dignified care to youth and families.

Responsible – Ensure accountability and integrity with all resources.