



## BLAIR COUNTY HEAD START

## POSITION DESCRIPTION

NAME:

FLSA STATUS:

Exempt

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JOB TITLE: Behavior Support Specialist

DEPARTMENT:

Health & Disability

### OVERALL PURPOSE OF JOB:

This position is responsible for providing direct and indirect support to Blair County Head Start staff and families in all aspects of caring for children exhibiting challenging behaviors. This support will include, but not be limited to, internal consulting services, training and compliance monitoring.

### CORE ORGANIZATIONAL SUCCESS FACTORS:

#### 1. COMMUNICATION

##### PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. Child Plus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

#### 2. CUSTOMER SERVICE

##### PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

#### 3. PROFESSIONALISM

##### PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

#### 4. RESPONSIBILITY/ACCOUNTABILITY

##### PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

#### 5. TEAMWORK

##### PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.

### CORE ORGANIZATIONAL SUCCESS FACTORS:

#### 1. COMMUNICATION

##### PERFORMANCE MEASURES:

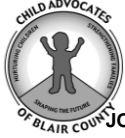
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~~March 2014~~ ~~June 2017~~

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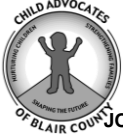
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### **ESSENTIAL FUNCTIONS** (other duties may be assigned)

**1. Assist Health and Disability Manager with scheduling and monitoring Classroom Mental Health Observations by a Mental Health professional.**

**PERFORMANCE MEASURES:**

- Ensure all classrooms receive Mental Health Observations **a minimum of one time per program year.**
- Meet with the contracted Mental Health professional's supervisor twice per year to provide performance feedback.
- Assist Health and Disability Manager in coordinating and monitoring contract with Mental Health provider.

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**2. Make appropriate Behavioral Health referrals for Blair County Head Start children/families to Behavioral Health agencies in the county.**

**PERFORMANCE MEASURES:**

- Ensure appropriate children/families receive Behavioral Health services that have been identified by a Mental Health professional.
- Obtain parental approval and schedule a Behavioral Health Observation for children identified through the BCHS assessment process.
- Collaborate with outside agencies to advocate for prompt, quality services for children and families enrolled in Blair County Head Start.

**3. Facilitate the inclusion of all children into the Head Start Program.**

**PERFORMANCE MEASURES:**

- Conduct family trainings on appropriate Mental Health topics as requested to meet Family Engagement goals.
- Directly observe children in each classroom two (2) times per year (first observation must occur in first 45 days).
- Complete classroom observations as requested and on-going consultation to provide staff with strategies and hands on guidance to enable children with challenging behaviors to participate fully in the Head Start environment.
- Assist in supporting Head Start staff concerning issues of classroom environments, behavior management and inclusion of children exhibiting challenging behaviors.
- Assist with reviewing and scoring Ages and Stages Social and Emotional Questionnaire for assessing child needs.
- **Document and enter data from classroom observations.**

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**4. Support Family Engagement Initiatives.**

**PERFORMANCE MEASURES:**

- Attend two Family Engagement events per year.
- Attend Parent Meetings to provide information and support as requested.

**5. Attend all scheduled meetings (KID, IEP, Transition, Behavioral Health and other special service meetings) and trainings.**

**PERFORMANCE MEASURES:**

- Ensure that the communication between families, staff, and service providers result in the appropriate and consistent implementation of interventions across all settings and adherence to School Readiness goals.
- Assist in the development of individualized Behavior Plans/Child Action Plans as needed.
- Ensure Child Action Plans/Behavior Plans are followed by observing classroom/bus run one week after the plan is written and again two weeks later **and on-going as needed.**

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### OTHER DUTIES OF JOB

1. ~~Program Information Report~~ (PIR)
2. Attend Health Advisory Committee meetings.
3. Prepare reports as needed.
4. Assist in the development and distribution of written and web based materials for children, parents, and staff regarding child and adult mental health.
5. Perform other ~~related~~ duties as required.

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### SUPERVISION RECEIVED

Supervision is **typically** received from the Health and Disability Services Manager.

### SUPERVISION ADMINISTERED

This position **typically** requires no supervision of staff.

### QUALIFICATIONS

#### EDUCATION

- Bachelor Degree in ~~Special~~ Education or related field, ~~preferably related to one or more disciplines, such as Special Education or Social Services.~~

NOTE FOR BOD: We request to remove "Special" in order to not limit applicants. We think "Special" is implied in the "preferable related to one or more disciplines" wording that follows..

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#### EXPERIENCE AND/OR TRAINING

- At least three years working in an ~~Early Childhood~~ ~~Educational~~ setting ~~providing Behavior Support~~, ~~working~~ with children.
- NOTE FOR BOD: We request to remove "Early Childhood" in order to not limit applicants. In addition, we seek professionals who have the skills to manage behaviors of any age. We primarily seek professionals who have the skills to manage behavior first, then seek experience with the early childhood group second..
- Knowledge/education in child Mental ~~or Behavioral~~ Health.

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#### LICENSES OR CERTIFICATIONS

- Act ~~33/34~~ ~~34~~, ~~83~~, and ~~151~~ Clearances
- Valid Driver's License
- ~~Valid auto insurance~~
- ~~Valid First Aid/CPR Certification~~

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### MENTAL DEMANDS

- Concentration/Attentiveness
- High Level of Decision-Making (major impact on employer)
- High Level of Record-Keeping
- Independent Judgment and Discretion
- Manage Multiple Projects/Tasks
- Respond to Angry/Upset Individuals
- Read and comprehend instructions/work orders

### PHYSICAL DEMANDS

#### **Constantly Incurred (More than 75% of time on job)**

Ability to walk, Ability to lift up to 25 lbs., Ability to carry up to 25 lbs., Repetitive finger movement, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Ability to climb stairs, Ability to operate truck/motor vehicle.

#### **Frequently Incurred (Between 25% - 75% of time on job)**

Ability to sit, Reaching at high or low level.

#### **Occasionally Incurred (Less than 25% of time on job)**

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Health & Disability

Ability to stand, Ability to lift up to 65 lbs., Ability to kneel, Ability to stoop, Repetitive twisting or pressure involving wrists or hands, Ability to repeatedly bend, Use of depth perception.

NOTE FOR BOD: We will revise this to state "Ability to lift up to 40 lbs." which is the lifting requirement for the Education Staff. Also, our staff would only use restraining methods in very rare situations.

### PERSONAL PROTECTIVE EQUIPMENT

This position typically does not require the use of personal protective equipment.

### WORKING CONDITIONS

This position typically requires work in a normal office environment.

### TOOLS AND EQUIPMENT

- Use various office equipment, i.e., computers, copier, fax, shredder, printer, etc.

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### KNOWLEDGE, SKILLS, AND ABILITIES

#### PROBLEM-SOLVING SKILLS

- Identify problems, investigate the root-cause, and make recommendations for solutions.

#### VERBAL COMMUNICATION SKILLS

- Use verbal skills to transfer information to large groups and/or influence others.

#### WRITTEN COMMUNICATION SKILLS

- Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.

#### MATH SKILLS

- Addition, subtraction, multiplication, division, percentages, ratios

#### COMPUTER SKILLS

- Database/Contact Management Software
- Desktop Publishing
- Internet/E-mail
- Presentation Software

#### OTHER CHARACTERISTICS

- Follow established confidentiality policy, safety standards, or applicable regulations
- Knowledge of customer service best practices
- Leadership and supervisory skills
- Organizational skills

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date

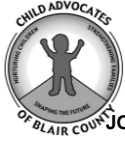
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