

601 Senior Drive, New Lexington, Ohio 43764  
**Phone:** 740-342-3542  
**Fax:** 740-342-1081

**TITLE: BEHAVIORAL SUPPORTS SPECIALIST**

<b>DEPARTMENT:</b> Community Supports	<b>POSITIONS SUPERVISED:</b> None
<b>LOCATION:</b> 601 Senior Center Drive, New Lexington	<b>SALARY RANGE:</b> Range 10, begins at \$18.40
<b>SUPERVISOR:</b> Community Supports Supervisor	<b>FLSA STATUS:</b> Non-exempt, Overtime Eligible
<b>NORMAL WORKING HOURS:</b> 8:00AM – 4:00PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week.	<b>CLASSIFICATION:</b> Classified Civil Service
<b>PROBATIONARY PERIOD:</b> 300 days	<b>SAFETY SENSITIVE:</b> Yes

**SUMMARY OF POSITION**

The Behavioral Support Specialist (BSS) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general guidance and direction of the Community Supports Director (CSD), the responsibilities of the BSS include identifying, establishing, and implementing strategies for people supported by the Perry County Board of Developmental Disabilities (PCBDD). The BSS shall serve as a resource and point of contact for PCBDD staff, people and families served by PCBDD, schools, providers of people with developmental disabilities, partnering agencies, and the community. The focus of the BSS is to ensure supportive environments exist, referrals for assessments are completed as needed or completed by the BSS, as well as ensuring transitional supports are in place for people with developmental disabilities. The BSS shall facilitate and provide training to enhance the quality of life for people with disabilities, specifically those who are in need of behavioral supports and/or positive interventions. The BSS shall also serve as an Academy for Leadership Abilities® Facilitator (ALA) at identified respective ALA sites.

**QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s Degree in Education, Psychology, Social Work, or related field
- Must acquire and maintain Ohio Department of Developmental Disabilities (DODD) Service and Support Administration (SSA) certification
- Minimum of 3 years experience completing behavioral supports assessments
- Minimum of 3 years direct experience using behavioral support techniques; developing, implementing strategies and/or plans with people with developmental disabilities; and/or implementing risk reduction strategies or plans

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- Public speaking and presenting in front of large groups; experience presenting and training others on behavioral support principles and practices is a plus
  - Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.
  - Obtain substitute teaching certifications through Ohio Department of Education
  - Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

## **KNOWLEDGE, SKILLS, ABILITIES**

### Knowledge of:

- Local systems and resources involved in getting and keeping people safe at home, work, and in their community. This includes working relationships with SSAs, providers, parents/guardians, people receiving PCBDD services, DODD, Mid-East Ohio Regional Council, Perry County Courts (and other county courts as deemed appropriate), Perry County School Districts, mental health agencies, and other local agencies
- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavioral supports
- Working with Medicaid related programs
- Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities, specifically related to service and support administration
- Person-centered philosophy and principles.

### Skills in:

- Microsoft Office 365 applications including TEAMS, Outlook, and OneDrive
- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with service providers and staff
- Competent documentation and proven proficiency in accessing various data information systems

### Abilities to:

- Effectively and efficiently define problems, collect data, establish facts and draw valid conclusions
- Meet deadlines established by policy and procedures
- Generate and maintain effective records and documentation, as necessary
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA program, not limited to roles and responsibilities outlined in this position description
- Ability to develop and maintain positive and professional effective working relationships with people receiving PCBDD services, employers, supervisors, providers, courts, managers, and the general public
- Maintain confidentiality of records, information, and program matters
- Effectively navigate web-based applications and various technology systems
- Demonstrate sensitivity, respect and dignity for diverse populations.

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- Comply with the Bill of Rights for people with disabilities

## EXPECTATIONS & WORKING CONDITIONS

*Notice* – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

*Work Environment* – 20% in office, 80% travel and remote work commitments. Regular and frequent travel necessary to support working remotely. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Time Management / Work Pace* – Evaluate and prioritize tasks to maximize the efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Community Supports Department. Regular, predictable, and punctual attendance is an essential function of the position.

*Physical Demands* – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Must be able to physically lift, carry or move people in a safe manner, according to in-service training. This position also requires physical demands that may include self-defense tactics and trainings. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Problem Solving / Decision Making* – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

*Communication* – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

*Teamwork* – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

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## ESSENTIAL DUTIES & RESPONSIBILITIES:

### 40% COORDINATE SUPPORTS FOR CHALLENGING SITUATIONS

#### Resource

Serve as a resource for people with disabilities that are referred for behavioral supports consistent with OAC guidelines and PCBDD policies and procedures. Demonstrate expertise in all areas related to person-centered behavioral supports needs.

Review and make recommendations regarding the behavioral supports policy and procedure, as necessary.

Meet all guidance and documentation with proper signature in accordance with OAC 5123.2.06 Rule.

Facilitate conversations with providers, families, or schools on conflict management for issues related to behavioral supports, restrictive measures, or unapproved behavioral supports. Serve as the contact for issues related behavioral supports.

#### Collaborate

Assist people with developmental disabilities, their families, and/or providers in utilizing local resources and accessing assistance from community agencies; collaborate with school systems, legal systems, mental health providers, and community action agencies to ensure people are healthy and safe in the community.

Incorporate the results of monthly reviews, quarterly reviews (90-day reviews) and identify trends and patterns of incidents into the ISP to improve and enhance the quality and appropriateness of services rendered by the person served. Results may come from one or more of the following inputs, but is not limited to: MUIs, UIs, provider documentation sheets, behavioral supports forms, trauma history, information gathered during visits or meetings, etc.

Provide documentation and data to the Human Rights Committee (HRC) per regularly scheduled monthly meetings.

Complete and process quarterly and annual analysis reports to the HRC, as well as provide supporting documentation for ISPs changes with the SSA as needed.

#### Train

Train persons served with behavioral support strategies on their ISP that includes positive interventions, rights restrictions, and restrictive measures.

Train staff and others involved with supporting children and adults with behavioral needs, including but not limited to: assistance and training to families in the development of support systems conducive to positive change in the home through home visits, ADS sites, residential settings, and in the community.

Provide on-going consultation, person-centered thinking, positive culture, and crisis intervention techniques as needed throughout the life of behavioral supports strategies for people with services.

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Provide yearly training for the HRC. Provide onboarding training for all new PCBDD staff.

Train the entire team on assessment risk findings and discoveries for people who have restrictive measures, rights restrictions, or who have a need for behavioral supports or positive interventions.

Provide community and PCBDD trainings to shift the culture of understanding behavioral supports, trauma informed care, person-centered thinking, and positive culture initiatives.

### **30% ASSESSMENT AND MONITORING**

#### Assess

Assess the Risk of Harm and Legal Sanction for people referred by SSAs, other government agencies, schools, and mental health partners.

Complete assessments for people with the required specifications to Ohio Administrative Code. Compare assessment to the ISP and ensure Behavioral Support Add-Ons and ODDP are completed with integrity within the assessment.

Assist SSAs to identify acuity rates considering behavioral support needs and assessments.

#### Monitor

Monitor all behavioral support techniques and interventions for children and adults. Assess the service monthly and communicate the health and safety needs related to the technique(s) of the person served to the team. Provide opportunity through monitoring for the person to develop connections with others in their community while adhering to the restrictions within the person's life to mitigate risk, increase opportunities to acquire information and learn new skills as appropriate, and opportunities to address health and safety needs to decrease behavioral support needs.

Coordinate and facilitate team discussions, plans, and strategies with SSAs or other entities to integrate behavioral support techniques and assessments into Individual Service Plans (ISP), Individual Educational Plan (ETR) or One-Page profiles.

Monitor the implementation of positive interventions, behavioral support techniques, restrictive measures and rights restrictions within the ISP plan and on-going services to ensure the person's health and welfare so they engage in meaningful and productive activities and make progress towards fading the restrictions while maintaining the balance of what is important to and for the person. Work in collaboration with the team and/or providers to resolve conflict, as necessary.

### **20% ACADEMY FOR LEADERSHIP ABILITIES®**

Serve in the capacity of ALA Facilitator, as directed by the CSD. Complete and maintain timely and appropriate documentation related to ALA activities.

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Integrate ALA concepts into behavioral support strategies, where applicable. Integrate behavioral support strategies into ALA instruction, where applicable.

**5% SERVICE COORDINATION**

Maintain case notes, assist children, adults, and their families in evaluating the effectiveness of the services and supports provided, and make adjustments, as appropriate. Maintain necessary records and reports in a timely and accurate manner consistent with agency and regulatory standards. Complete input of targeted case management (TCM), and other billing streams.

**5% MISCELLANEOUS**

Attend meetings, conferences, workshops, and trainings related to the position to stay current with trends in behavioral support. Maintain active participation in continuing education and career development activities and programs.

Fulfill and support other duties as appropriate and assigned by the Community Supports Director, designee, and/or the Superintendent.

**DECLARATION**

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

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Signature

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Date