

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: **Behavior Support Coordinator**

Department: The Academy for Leadership Abilities® (ALA)

Location: Administrative Office, 499 North State Street, New Lexington, OH 43764

Supervisor: ALA® Supervisor

Normal Working Hours: 8:00AM – 4:00PM, Monday through Friday, schedule may vary as determined by Supervisor. May be required to flex schedule, but not routinely work more than 40 hours per week.

FLSA Status/Classification: Non-exempt, Overtime Eligible, Classified

Salary Range: Range 9

Safety-sensitive: No

SUMMARY

Under direct supervision and guidance of the ALA® Supervisor, the Behavior Support Coordinator (BSC) is responsible to identify, establish and implement behavior support strategies. The BSC will serve as a resource and point of contact for county board staff, individuals and families, and providers of individuals with developmental disabilities. The focus of the BSC will be to ensure supportive environments exist that will enhance an individual's quality of life.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Bachelor's degree in Psychology, Education, Social Work or related field. Eligible for Service and Support Administration certification per 5123:2-5-02.
- Preferred direct experience using behavior support techniques; developing, implementing strategies and/or plans with individuals with developmental disabilities; and/or implementing risk reduction strategies or plans.
- Experience presenting and training others on behavior support principles and practices is a plus.
- Experience working with Medicaid related programs.
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavior support.
- Local community resources and human services organizations.

Skills in:

- Microsoft Office products including Word and Excel
- Excellent verbal and written communication effective interaction with internal and external customers.

- Human relations and establishing positive rapport with service providers and staff.
- Proficient use of Gatekeeper software and the Imagine IS.

Ability to:

- Effectively and efficiently define problems, collect data, establish fact 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 individuals, employers, supervisors, providers, managers, and the general public.

PROBATIONARY PERIOD

300 Days

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 – 65% in office, 35% travel and out of building commitments, telecommuting possibility.

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours and regular, including evenings and weekends. Predictable attendance is an essential function of the position. Must be willing to work a flexible schedule to meet the needs of individuals receiving services.

Physical Demands – Position requires frequently alternating between sitting, standing and walking. Must be able to physically lift, carry or move individuals in a safe manner, according to in-service training.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

60% BEHAVIOR SUPPORT

Serve as a resource for individuals with disabilities who are referred for behavior supports consistent with Board policies and procedures.

Facilitate conversations with providers and manage conflict for issues related to behavior support or restrictive measures, or unapproved behavior support. Serve as the main point of contact for issues related to Behavior Support.

Establish behavioral principles and practices as directed by state and Federal laws, rules and regulations, including but not limited to: referrals, assessments, plan development, training, monitoring, data collection and documentation using a variety of tools (including person-centered tools), coordinate behavior support services between the PCBDD departments (including services for children), consultation with involved agencies relative to the behavioral needs and reasonable expectations of the individuals, including school systems, residential and community settings.

Coordinate with Service and Support Administrators to integrate behavior support techniques and assessments into Individual Service Plans.

Develop recommendations for Behavior Support policy and procedure to the ALA Supervisor and Superintendent, as necessary. Serve as a non-voting member of the Human Rights Committee.

Assist individuals with disabilities in accessing assistance from community agencies; coordinate with legal system, mental health, and community action agencies to ensure individuals are healthy and safe in the community.

Assist, facilitate, and/or present training for staff and others involved with individuals 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 and consultation, person-centered thinking/positive culture, crisis intervention, education/consultation for PCBDD staff for behavioral and mental health issues, and all necessary required training for the Human Rights Committee.

Attend meetings, conferences, workshops and trainings related to the position to stay current with trends in behavior support.

35% ACADEMY FOR LEADERSHIP ABILITIES® (ALA)

Serve in a substitute capacity in the absence of the ALA® Instructor. Aid students in understanding subject matter, curriculum and provide skills required for programmed lessons, as necessary.

Integrate ALA® concepts into behavior support strategies, where applicable. Integrate behavior support strategies into ALA® instruction, where applicable.

Fulfill and support other duties as appropriate and assigned by the ALA® Supervisor, designee, and/or the Superintendent.

5% MISCELLANEOUS

Complete TCM billing activities for coordination of services for individuals served to support funding related to Medicaid activities. Complete the monthly ALA® Activity Log.

Maintain active participation in continuing education and career development activities and programs. Regularly attend training to support professional development and satisfy certification requirements. Participate in committees and subcommittees as assigned or directed by Supervisor.

Complete, facilitate or assist with other related duties as assigned.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals 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.

Signature

Date