

STEP FORWARD ACTIVITIES, INC.

POSITION DESCRIPTION

Community Care Behavior Specialist

PURPOSE: Assist and/or facilitate positive behavior support plans, intervention (when necessary), and instructional teaching of direct staff regarding agreed upon plans and/or intervention plans. Will be working with a diversified community where a wide variety of day service activities with a focus on choice, enrichment, variety, and community inclusion are provided.

COMPETENCIES AND SKILLS REQUIREMENTS:

- Excellent communication skills, both verbal and written;
- Excellent team skills and team oriented;
- Excellent time management skills with the ability to meet deadlines;
- Flexible; able to multi-task in response to time-sensitive and changing situations;
- Effective listening skills;
- Objective, solution-oriented problem solving skills;
- Handles highly sensitive and confidential information;
- Resourceful, able to network and connect people to appropriate resources;
- Technology savvy, comfortable using MS and Google software products;
- Strong planning and organizational skills with the ability to follow through;
- Effective presentation skills, including public speaking and meeting facilitation;
- Resilient, stays positive and solution-oriented;
- Perceptive, discovers underlying issues in situations and re-states them in a helpful way.

OTHER RESPONSIBILITIES:

- Maintain a monthly calendar documenting meetings with direct care staff, team meetings and clients;
- Maintain files in accordance with Oregon OARs and agency policy and procedures;
- Maintains compliance with State & Federal laws and regulations as well as corporation policies and procedure;
- Participates in on-site licensing reviews;
- Maintains confidentiality of written and verbal information pertaining to Step Forward Activities, Inc., and its program participants;
- Projects positive and professional image within the community.

QUALIFICATIONS:

Must be over 18 years of age and possess a valid Oregon driver's license and be insurable by Step Forward Activities' insurance carrier;

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- Pass various State and Agency tests and training, including criminal background investigation designated as a Behavior Professional, 1st Aid and CPR certification, and others as maybe required.
- Have or be able to obtain OIS Trainer Certification and participate and facilitate training as needed.
- Previous support of those with developmental/intellectual disabilities.
- Development of a positive behavior support plan describing the procedures and intervention needed to support the agreed upon strategies;
- Teaching the plan to one or more direct care staff working with the identified person so they can implement the positive support plan;
- Monitoring and reviewing the plan as needed;
- Possess a Bachelor of Arts or Science (or equivalent in experience) in one of the following fields:
 - Psychology
 - Sociology
 - Human Services
 - Education
 - Social Work
 - Or human services related field.

PHYSICAL DEMANDS OF POSITION:

- Position requires travel within the service delivery area.
- Physically able to lift up to 20 pounds (materials/equipment).
- Effective use of laptop, cell phone, projector, and other mobile devices to exchange information within remote travel areas.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Step Forward Activities, Inc. is an equal opportunity employer.

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PERFORMANCE STANDARD:

- Complete a minimum of 12 hours per enrollment period of ongoing education in the field of positive behavior support services, adaptive behaviors, behavior management, or a related topic.
- Demonstrates ability to remain calm in demanding situations.
- Ability to work without direct supervision.
- Accepts direction, criticism, and supervision from supervisors in a professional manner.

Direct Supervisor: Executive Director