



Job Description: Behavior Support Specialist / Direct Support Staff

The Behavior Support Specialist provides one on one support and direct care to residents with mental health, intellectual and developmental disabilities, through support, supervision, and activities.

Essential Duties and Responsibilities include but are not limited to, the following.

- Works one on one with the individual
- Implementation of the Individuals Person-Centered Plan, assessment goals and behavioral/crisis plan
- Daily completion of required documentation; including daily behavioral and program data, and caregiver/provider communication.
- Monitors client activities and facility environment; helps to create a safe and therapeutic environment for clients; follows established safe practices; protects clients from personal injury; supports safety protocols and calls for assistance as required.
- Intervenes as necessary to prevent harmful behavior and de-escalate clients; monitors reviews clients' physical and emotional stability.
- Assists residents in learning independent living skills, which are defined in the resident's Individual Service Plan. (i.e., laundry, housekeeping). As well as encouraging management of symptoms through.
- Participates in ensuring that nutritious community meals are planned, prepared, and served within the home, including food preparation, serving, and storage.
- Monitors resident medication regime and compliance as directed by their physician.
- Reports to appropriate staff any changes in resident behavior and functioning.
- Ensures that residents maintain acceptable standards of personal hygiene.
- Ensures that residents leave for their appointments, appropriately dressed and bathed.
- Ensures that the house is clean at all times and conforms to all state regulations.
- Ensures that all physical repairs are reported to the Program Manager / Program Director.
- Performs room, water, temperature, or any other daily weekly monitoring that is assigned by the Program Manager / Program Director.
- Supervisor including labeling and putting away the weekly grocery order.
- Participates in emergency evacuation procedures and fire alarm system checks with staff and residents.
- Ensures that paperwork and transportation to residents' medical appointments are completed.
- Attends and participates in staff meetings, in-service training seminars, and conferences as required.
- Ability to work efficiently and effectively, both individually and as part of a team.

- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve.
- Ability and willingness to think “outside the box.”
- Ability to be clear-headed and decisive based on the scope of the position.

Employment Requirements:

1. High school graduate or GED
2. Five years of current experience as a CBRF Resident Assistant.
3. Direct Support Staff are required to be in good physical and mental health.
4. Direct Support Staff are required to be at least twenty-one years of age.
5. Direct Support Staff are required to be examined by a physician and certified to be free of communicable disease or any other condition that may adversely affect the health of the residence in More Than A Home. The screening and documentation shall be completed within 90 days before the start of employment.
6. Direct Support Staff are must be responsible, mature individuals of reputable character who exercise sound judgment and evidence of a capacity to provide good care for residents.
7. Direct Support Staff before completing any job duties shall complete orientation training in the following:
 8. The Direct Support Staff job responsibilities
 9. The prevention and reporting of resident abuse, neglect, and misappropriation of resident property.
 10. Understanding how to assess the needs and individual services for each resident in care.
 11. The emergency and disaster plan and evacuation procedures.
 12. The CBRF policies and procedures.
 13. The ability to recognize and respond to resident changes in condition.
 14. The Direct Support Staff shall complete 15 hours of training approved by the licensing agency related to the health, safety, welfare, rights, and treatment of residents every year, beginning with the calendar year after the year in which the initial training is received.
15. Successful completion of a caregiver's background check at the time of hire and at least every four years there after. If any of the following circumstances occur, with any staff member, a member of the management must be notified immediately:
 - A conviction of any crime
 - Any current or past investigations by any governmental agency for any act, offense, or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect to a resident or an investigation related to misappropriation of a resident's property.
 - A governmental finding substantiated against a staff for abuse or neglect of a resident or misappropriation of a resident's property.
 - A denial, restriction, or other limitation of a license or credential from the department of regulation and licensing.

Education and /or Experience:

- Minimum of 2 years of experience working with adults with severe and persistent mental illness.
- Current Crisis Prevention Intervention certification required (not expired).
- Must be familiar with Microsoft Word, Excel, the Internet, and other software applications
- This position requires a High School diploma and one year of related experience or an Associate degree in Human Services or related area.
- Ability to use good judgment, make quick decisions, good problem-solving skills, and apply common sense.
- Must have critical thinking skills.
- Ability to oversee and communicate to developmentally disabled, mentally ill residents, or those with alcohol or drug dependency.
- Ability to maintain self-composure and self-control while working with residents with challenging or aggressive behaviors. This includes staying calm in stressful situations.
- Understanding of community resources and where to get these resources.
- Must be able and willing to work nights, weekends, and holidays (rotating holiday schedule).
- Prompt and regular attendance.

Evaluation:

The performance of this job will be evaluated.

Employee Acknowledgment:

I, the undersigned, have read and received a copy of the job description, employment requirements, and job duties for the Direct Support Staff. I understand the principal duties, responsibilities, physical requirements, and working conditions of the job and will perform to the best of my abilities.

Print Name: _____

Signature: _____

Date: _____