

# SYCAMORE SERVICES, INC.

## POSITION DESCRIPTION

TITLE: Behavior Consultant

DEPARTMENT: Special Projects

JOB ANALYSIS CONDUCTED: October 2009 Revised: March 2017

Note: Statements included in this description are the essential functions of this position. Other non-essential functions may be assigned.

### Relationship

Reports to: Director of Special Projects

Supervises: None

Other Internal Contacts: Directors, Participants, and Direct Service Professionals

External Contacts: Case Managers, Families, Schools, Providers, Psychologist, and Physicians

Work Environment: 20% Office, 80% Community, Participant Homes or Programs

Scheduled work hours:

### Job Summary

Works in collaboration with other members of the treatment team, designs and directs the implementation of a behavior intervention plan which is individualized to each individual as well as to the family needs and consumer's daily activities. The Behavioral Specialist identifies behavioral goals and intervention techniques and recommends behavioral change methods. Provides staff training and designs data collection formats. Serves as a resource to staff, parents and providers. Attends quarterly and annual meetings as related to consumers needs.

### Job Qualifications

- A. Master's Degree in: Clinical Psychology, school psychology or another applied health service area of psychology; Special Education; Social Work or Counseling
- B. Licensed Marriage and Family Therapist; licensed clinical social worker or licensed mental health counselor
- C. Knowledge and ability to demonstrate coursework in or 5 years of experience in devising, implementing And monitoring behavior support plans.
- D. Demonstration of excellent oral and written skills.
- E. Must be able to keep accurate documentation.
- F. Valid Indiana driver's license and effective transportation.

## Essential Functions

### A. Planning

1. Collaborate with support staff to assess skill areas and behavior challenges; conduct Functional Analysis Assessments.
2. Develop and implement effective Behavioral Intervention Plans including data collection and program development.
3. Monitor Behavior Plan and assure that plan meets intensive needs of individual; modify as necessary.
4. Develop crisis intervention plans when needed
5. Adapt behavior plan as determined by team.
6. Provide staff training and development on individual behavior plan, progress monitoring, and data collection techniques.
7. Maintain regular communication and on-site support to individual and staff.

### B. Advocacy

1. Serve as a member of the Interdisciplinary Team
2. Attend Quarterlies, Annuals, and Emergency meetings as necessary
3. Provide consultation to providers, families, and community regarding behavior management techniques
4. Communicate with staff, administrators, outside agencies and parents to coordinate activities, exchange information and resolve issues.
5. Provide disability awareness training, as appropriate
6. Serve as a member of HRC

### C. Assurance

1. Provide input for the development, implementation, and monitoring of Individual Behavior Intervention Plan.
2. Review data collection, prepare reports and recommend changes as needed.
3. Maintain all required documentation and needed data.
4. Maintain accurate time/billing records and submit as supervisor requests.
4. Maintain open communication with funding sources, other service providers, state/federal agencies, families/care providers, and significant others.
5. Assess the satisfaction of consumers and their families with service providers.

### D. Sycamore Services Team

1. Promote and uphold the agency's mission statement.
2. Promote a sense of team through mutual respect and assisting co-workers as needed.
3. Work with a variety of individuals in different settings.
4. Work a flexible schedule with non-standard hours.
5. Perform other duties as assigned.

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Approved

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Date