



JOB DESCRIPTION

Children's Behavioral Specialist

JOB TITLE:	Children's Behavioral Specialist	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
SALARY LEVEL:	Classification 4		
REPORTS TO:	Director of Children and Family Services	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
STATUS:	Non-Union		

QUALIFICATIONS:

- Education:** Minimum of a master's degree in human services field in psychology, social work, or counseling. Knowledge and experience in applied behavior analysis and behavioral intervention with children and families is preferred.
- Experience:** Experience working with children and families is essential to this position. Prefer two years of experience providing services to children with mental illnesses and/or intellectual/developmental disabilities.
- Other:** Possess or capable of acquiring required Michigan licensure to meet applicable MDHHS, CMH and Medicaid standards. Lived experiences with behavioral health issues are valued.

SUMMARY OF RESPONSIBILITIES:

This position will be responsible for developing and implementing behavioral supports to children with Dual Diagnosis (Intellectual/Developmental Disabilities and Mental Illness.) This person will conduct behavioral assessments, train families in behavioral intervention techniques and work individually with children using behavior modification techniques to develop adaptive skills. They may facilitate coordination of behavioral supports across school, home, and other treatment settings. This person will provide behavioral data on symptom presentation to child psychiatrists and children's clinical team as required. This person will provide Children's Crisis Mobile Services to children and youth identified. This person will complete specific assessments and evaluations for children as required. This person may have to provide emergency assessments or crisis intervention services after hours. The goal for this position is to intensify the supports to families in order to maintain placement in the family home, reduce utilization of hospitalization and out-of home residential services, to provide early intervention and minimize the risk for the development of more pervasive mental illness.

ESSENTIAL JOB FUNCTIONS:

1. Complete functional behavior assessments of the behavioral challenges of individual children and youth and develop specific treatment plans to be implemented to address identified behaviors.
2. Monitor and revise behavioral treatment programs as necessary and as defined in the Plan of Service.
3. Provide supports and psychoeducation to parents and caregivers on behavioral interventions, mental illness, intellectual/developmental disabilities, and techniques needed to manage behaviors and symptoms and to develop functional skills using behavioral approaches.
4. Develop and utilize objective monitoring of symptoms so that there is valid input to the physicians to make treatment decisions.
5. Provide group training opportunities for parents whose children are at risk or who are already involved in the program as required.



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6. Organize, when appropriate, clinical group opportunities for children and youth to develop and practice the necessary coping skills they need to develop and manage their behaviors and symptoms.
7. Work with families in their homes in a manner which is sensitive to the family dynamics and respectful of the parents as well as the child being served.
8. Work closely with the Family Support Specialists, child psychiatrists, center supervisors, outpatient therapists, and the schools to ensure continuity of care.
9. Perform as a consultant, providing training and facilitating understanding of severe emotional impairment, mental illness and intellectual/developmental disabilities in children and youth.
10. Maintain adequate consumer records and document services delivered to clients according to agency standards.
11. Effectively and professionally utilize the consultation services of agency psychiatrists.
12. Participate in on call after hours emergency services work.
13. Participate in Individual Plan of Service Meetings as a member of the Interdisciplinary Team as determined in utilization management standards.
14. Perform evaluations and assessments within scope of practice and training.
15. Participate in Behavior Treatment Committee activities as needed to ensure that behavior programs follow approved guidelines, agency policies, and agency practices, and that these are justified as the least restrictive, most appropriate intervention for the challenging behaviors.
16. Promote therapeutic environment for all clients, ensuring that the individual and their families/advocates wishes are fully considered in the development of treatment plans.
17. Provide community education to facilitate public awareness and acceptance, as necessary.
18. Prepare reports and presentations for individuals, committees, or agencies.
19. Work irregular hours when necessary.
20. Visit consumers in their homes, school, or other treatment locations.
21. Complete intake assessments as assigned.
22. Provide complete and timely documentation of relevant activities in the paper or electronic clinical record and the agency information management system in accordance with agency policy and procedure and Medicaid requirements.
23. Meet direct and indirect service activity expectations.
24. Perform duties associated with Children's Crisis Mobile Response services including taking calls from client's parents or caregivers and deploying on site to de-escalate a crisis situation, as determined.
25. Perform other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

Ability to walk, bend, stand, sit, lift to 50 pounds with or without assistance, stretch/reach, hear, see, hand/finger dexterity and drive a vehicle. Must be free of physical limitations. Position requires physical ability to complete and maintain certification in CPI techniques which will be a training class provided to the job incumbent. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions in accordance with applicable laws.

OTHER REQUIREMENTS:

- Strong problem solving and creative skills; ability to exercise sound judgment and make decisions based on accurate and timely analyses.

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Human Resources

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Distribution: Original to employee file, Copy to employee

Approved: 8-21-06; Revised: 5-14-13, 9-4-14, 11-5-14, 4-11-17,

Revised: 5-30-19, 3-16-2021



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- Actively participates as a member of a team and offers assistance to others when needed.
- Supports a philosophy of service delivery that is strength-based, recovery-based, person centered and culturally competent.
- Participate on team projects or on committees when appropriate
- Adherence and commitment to applicable policies and procedures as required by the Department of Community Mental Health, the Mental Health Services Board, and other pertinent regulatory agencies.
- Ability to work within guidelines of the code of conduct, regulatory compliance plan and personnel policies.
- Proficient with Microsoft Windows and the Office Suite, especially Outlook, Word and Excel; able to maneuver on the Internet to conduct research or obtain information, including EHR and Video Conferencing.
- Report any situation that is a potential violation of the False Claims Act or any otherwise reportable occurrence as defined in the Regulatory Compliance Plan.
- Ability to pass DSS 1326 clearance.
- Meet physical requirements for position, which may include the ability to assist in lifting consumers, packages, and equipment.
- Ability to utilize physical intervention techniques.
- Maintain confidentiality regarding all client data.
- Maintain a positive attitude with work assignments and in relationships with co-workers.
- Must be current in CPR and First Aid; provided by NCCMH.
- Complete initial training in Non-Violent Crisis Intervention (CPI); provided by NCCMH.
- Have own phone for communication and reliable access to messages.
- Have reliable transportation in carrying out agency duties.
- Possess a valid Michigan's driver's license and have a satisfactory driving record.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.