

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
BEHAVIOR SPECIALIST II
(CENTRAL PROGRAM SERVICES)**

Approved by Clinical Administrator, CEA - Frances Hicks
Signature: *F. Hicks*

Date Approved:
11-25-19

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** As a member of the Mall services team, the incumbent may act as a lead person over a small group of lower-level positions, and performs the more difficult and complex duties, assists in conducting behavioral assessments (functional analyses) and participates in designing behavioral programs; analyzes, summarizes, and displays data; trains staff in behavioral principles and techniques; and provides ongoing monitoring of program implementation.

50% Direct Service:

Promote the principles and practices of the Wellness and Recovery Model of individualized care. Demonstrate the ability to implement the evidence-based interventions by effectively leading/co-leading courses/groups, assisting individuals with homework assignments, providing coaching on coping techniques and encouraging individuals to engage in active recovery.

Conduct and co-lead recovery-oriented courses/groups whose focus is dictated by individual need as defined in the W & R plan and provided according to therapist skills and approved hospital design. This includes being Primary Provider or co-provider of 20 hours of recovery-oriented courses/groups per week.

Meet with individuals for regular sessions in which the focus is dictated by individual need as defined in the W & R plan and provided according to specialist skills. Foster and maintain therapeutic relationships with all individuals. Provide on-going information regarding expectations, legal issues and progress towards the next dispositional setting.

Provide crisis intervention services. Participate in community meetings, staff liaison sessions, and Mall Service area meetings, as requested.

Provide, as requested, assistance to the unit Social Worker in assuring service collaboration with relatives and community agencies; this may include face-to-face, letter and phone contacts.

As requested, supervise/coordinate the functions of staff in Behavior Specialist I positions.

30% Assessment, Planning, and Evaluation:

Participate in W & R Team meetings as required for evaluation and development of each individual's Wellness and Recovery Plan, for an assigned caseload. Provide input to the W & R Team regarding new and pertinent information that may have an impact on the individual's Mall course.

Assist in identifying individuals' needs, designing and developing individualized W & R plans, assessing individual progress and making recommendations for discharge placement as appropriate. Complete all course/group evaluations, participation ratings, and other standardized measures, as required.

Participate in all 14-day and 30-day reviews of each individual on your caseload or assigned service area, provide input on progress in recovery; report on any collateral contacts. Review chart prior to each 14- and 30-day W & R Planning Conference (WRPC) for individuals on assigned caseload. Help identify further W & R objectives; and make recommendations for priorities. Assist in liaison with Mall Services and CPS.

Prepare and update W & R plans that reflect individuals' current and ongoing recovery needs, including assisting in any case formulations for individuals on assigned caseload.

Participate in mini-team meetings, and shift change meetings as required, to exchange progress information and participate in relevant in-service training provided during these meetings.

Write monthly notes describing and evaluating the individuals' responses to services received, according to MHDS and Hospital requirements. Notes are to include description of direct services, other contacts, agency contacts, and phone calls regarding the individual. Enters ongoing progress noting as needed to record observations or team conferences.

10% Program Evaluation and Development:

Participate in Program service meetings as scheduled. Participate in Design Team meetings and serve on work groups as requested by management.

Attend and participate in staff meetings, staff development sessions, placement meetings and, pursuant to caseload and agenda, relevant Forensic meetings.

Serve as case manager by coordinating services for specific individuals as determined through the W & R Team and Supervising Psychologist. When assigned as case manager, meet with the individual's service providers as applicable.

Be available to management for consultation on specific questions of individuals' progress, behavioral issues, and contribute to assessments of population characteristics, service needs, resources, and staff development needs.

5% Discharge Planning:

Collaborate with the W & R Team, State's Conditional Release Program, Department of Corrections and/or Parole Agents in facilitating an individual's discharge to his next placement setting.

Provide emergency services as needed to other units or service areas.

5% Professional, Resource, and Training Functions:

Regularly attend meetings of the hospital Social Work Department, which serves as the discipline meeting for discipline-specific information, clinical trainings, and ongoing affiliation.

Keep current on behavioral, legal, and clinical literature and resources through workshops, classes, and other means of study.

Assume advocacy role with individuals in apprising them of their service and available resources.

Provide orientation and ongoing assistance to new staff in BS I or II positions, as requested.

2. SUPERVISING RECEIVED:

Program Assistant (Mental Disabilities-Safety)

3. SUPERVISION EXERCISED:

None

4. **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Basic principles of applied behavior analysis; ethical considerations regarding behavior modification; behavioral assessment and procedures to increase and decrease behavior; managing behavioral emergencies; basic types and characteristics of developmental disabilities; organizational structure of developmental centers and the respective roles and responsibilities of staff.

All of the above, and laws and regulations relevant to behavioral programming, which includes the use of restrictive procedures; methods of defining and measuring behavior; methods of collecting and displaying data; methods to promote behavioral generalization and maintenance.

ABILITY TO: Develop cooperative and harmonious relationships with direct care staff and others; ability to work effectively within an interdisciplinary team model; analyze situations accurately and take effective action; communicate effectively; provide support services to clients in home and training sites.

All of the above, and analyze complex behavior; work with professional personnel to coordinate effective behavioral services.

5. **REQUIRED COMPETENCIES:**

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- **SVP PROCESSES**

Demonstrate understanding of the SVP law, its commitment processes, and the California Sex Offender Commitment Program (SOCP); able to demonstrate and convey the principles and practices inherent in the self-management strategies and skills detailed in the SOCP; and promote the benefits of participation in the five Phases of SOCP.

- **WELLNESS AND RECOVERY-ORIENTED SERVICES**

Demonstrate and model the principles and practices of the Wellness and Recovery Model of individualized care. Able to implement evidence-based interventions.

- **TEAM MEMBERSHIP**

Demonstrate the ability to provide constructive team input based on direct observation of individuals' behavior and to interact professionally with individuals and co-workers in the development and delivery of all professional services.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- **THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY**

Demonstrate the ability to maintain professional therapeutic relationships with all individuals placed in the Hospital, to assist them with problem solving, and to teach/model principles of peaceful coexistence and the norm of non-violence. Demonstrate good staff-individual boundaries, and monitor and assist others to help maintain their personal and professional boundaries.

- **ASSESSMENTS AND PLANNING**

Demonstrate the ability to provide timely assessments with the required specificity of content.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 1 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date