

**DEPARTMENT OF DEVELOPMENTAL SERVICES
STATEWIDE CLINICAL SERVICES DIVISION
CLINICAL MONITORING BRANCH**

DUTY STATEMENT

CLASSIFICATION: Behavior Specialist II **POSITION NUMBER:** 472-568-9824-001

WORKING TITLE: Behavior Specialist II **NAME:**

POSITION DESCRIPTION: This position will perform the statutorily required semi-annual monitoring of Enhanced Behavioral Supports Homes (EBSH) and Community Crisis Homes (CCH), provide a review of program plans for EBSHs and CCHs, and assist in the certification and licensing process, and provide other behavioral expertise and support to the Department, provider staff, and regional center (RCs).

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Branch Chief

EXAMPLES OF DUTIES:

Essential Job Functions:

- 40% Provide on-site monitoring visits to each licensed EBSH and CCH every six months or more often as necessary to assure that each EBSH and CCH maintains compliance with licensing and regulatory requirements. Provide technical assistance to RC, EBSH and CCH service providers regarding licensing and regulatory requirements, and best practices. Develop, implement and update written protocols for monitoring EBSHs and CCHs for compliance with licensing and regulatory requirements and develop and update guidelines based on applicable regulations and for RCs seeking Department certification of an EBSH or CCH; review RC requests for certification, provide feedback as needed to ensure requests comply with applicable regulations, and provide recommendations to Department management; monitor RC and provider compliance with legislation and regulations applicable to EBSH and CCH.
- 25% Serve as Department liaison to RCs, residential service providers and organizations, and the Department of Social Services regarding matters related to residential care, including, but not limited to, laws and regulations, research and development, and recommended enhancements to the residential care service system.

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Provide behavioral consultation to departmental staff, RCs and Department of Social Services' Community Care Licensing staff; provide consultation to residential service providers on residential program and behavioral issues related to the unique characteristics and behaviors of individuals who have developmental disabilities.

- 15% Review special incident reports for consumers residing in CCH and EBSH, and conduct follow-up, as needed; analyze situations that may jeopardize consumer health and/or safety, and recommend Individual Behavior Support Plan changes, behavior assessment, and behavior intervention strategies.
- 15% Provide training in current principles, techniques, methods and procedures of current behavior support and intervention to EBSH, CCH, specialized residential facility and other community living options. Assist in the development of new and revised laws and regulations related to implementation of EBSH and CCH, and other written documents. that respond to inquiries, issues, and complaints related to residential services.

Marginal Job Functions:

- 5% Assist the Department's information technology staff to maintain reliable information on trends related to residential services; assist with data gathering and reviewing for evaluation purposes to support a progressive Department service system; provide legislative analyses. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-space, partitioned office. This position has daily and overnight statewide travel approximately 40% - 60%. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Current certification as a Behavior Analyst by the National Behavior Analyst Certification Board (NBACB). Principles of applied behavior analysis and ethical considerations regarding behavior management, behavioral assessment and procedures to increase and decrease behavior and managing behavioral emergencies, basic types and characteristics of developmental disabilities, organizational structure of regional centers and State- operated facilities and the respective roles and responsibilities of staff, 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.

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Ability to: Develop cooperative and harmonious relationships with service providers, regional center staff and others. Ability to work effectively within an interdisciplinary team model. Analyze situations accurately and take effective action. Communicate effectively. Analyze complex behavior and work with professional personnel to coordinate effective behavioral services.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.