

Job Title: Behavior Specialist
Reports to: Program Supervisor
FLSA Classification: Non-exempt
Effective: March 2013

Job Summary:

Make a difference in a child's life by using our family-centered approach to caring for children with autism spectrum disorders. CSD provides evidenced-based mental health services by observing a child in their home and other natural settings. Join our team and contribute to a program that provides a healthy and rewarding life to children with autism.

% Essential Job Functions:

- 50 Under general supervision of the Program Supervisor, provides specific evidenced-based mental health services in home and community environments for children diagnosed on the autism spectrum. Implements individualized goals and plans in response to Clinical Director and Program Supervisor recommendations, and in coordination with other clinical staff, as needed. Prepares and provides specialized training and instructional materials for care givers. Travels to home and other community settings, as required, to deliver services. Responsible for providing efficient and effective service in all areas of performance.
- 30 Completes necessary documentation including treatment notes, treatment target data, behavior data, and keeps updated with other site-related documents and current clinical reports for each child served. Provides child-related communication to care givers, the program team, program supervisor and Clinical Director, as appropriate.
- 5 Remains current regarding new research, current trends and developments in special education and related fields.
- 15 Attends staff meetings, in-services, trainings, and other meetings as requested.

Positions Supervised (Direct Reports):

- None.

Minimum Education or Training Equivalent to:

- Associate's degree from an accredited college or university in one of the following disciplines: early childhood education, nursing, psychology or related field; bachelor's degree strongly preferred. *Or,*
- The equivalent of two years of college coursework at an accredited college or university, with a

concentration in early childhood education, nursing, social work, psychology or related field.

Minimum Years of Additional Related Experience:

- One year of related professional experience working with children with autism spectrum disorders and/or other related developmental disabilities in a multi-disciplinary team setting.

Special Qualifications (Skills, Abilities, Licenses):

- Knowledgeable of methodologies found to benefit children with autism spectrum disorders, including Applied Behavioral Analysis (“ABA”), Early Start Denver Model (“ESDM”), Treatment and Education of Autistic and related Communication-Handicapped Children (“TEACCH”), Picture Exchange Communication System (“PECS”), and Pivotal Response Training (“PRT”).
- Familiar with the field of early intervention, and knowledgeable of other community resources and agencies that serve children.
- Sensitive to working with an ethnically, linguistically, culturally, and economically diverse population.
- Able to work in multiple program service areas.
- Able to communicate effectively verbally and in writing; American Sign Language or bilingual ability preferred.
- Able to consistently demonstrate good judgment and decision-making skills.
- Able to exercise confidentiality and discretion pertaining to the work environment.
- Able to appropriately interpret and implement policies, procedures, and regulations.
- Knowledgeable and skilled in computer/word processing software.
- Able to obtain criminal record clearance through Department of Justice.
- Able to travel to multiple work sites; reliable transportation needed (proof of valid driver license, current auto insurance identification card, and acceptable driving record per NIAC standards is required).

Physical Requirements (Approximate Percent per 7.5-hour Workday):

- Frequent bending, reaching, squatting, kneeling, twisting in order to observe, assess, and interact with infants/toddlers (50%).
- Frequent speaking and listening (50%) to clients, staff, and other professionals in meetings and on the phone.
- Occasional walking to, bending to enter, sitting, and using upper and lower limbs to drive car to and from home visits and meetings (20%).
- Occasional sitting and maintaining close visual attention to write reports and work at the computer (15%).
- Occasional lifting, carrying, and loading/unloading toys and materials used in home visits (10%).

I understand the description of this job and essential functions as given above. I also understand that all duties of this job are not described above, and that I will perform those indicated and other related duties as directed by my supervisor and management.