

## Behavior Specialist

Classification: Salaried, Exempt  
Reports to: Residential Program Director  
Location: Hermiston / Milton-Freewater / Pendleton

### Job Description

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#### Objective

The Behavior Specialist assumes responsibility for the Behavior Support Department and the policies and procedures established by Horizon Project, Inc. based on the Administrative Rules for the various services provided, and taking into consideration client rights, safety, and preferences balanced by risk management. Responsible for the development of Behavior Support Plans for clients referred to the Behavior Specialist by Site Managers. Additional responsibility includes obtaining and keeping Oregon Intervention System Trainer certification in order to assure that all employees that need OIS certification are kept current in Level G, and Individual Focus training as it applies to specific clients.

#### Essential Responsibilities and Duties

##### Knowledge

- CPR/First Aid Certification.
- Blood Borne Pathogens Certification.
- Mandatory Reporting for Abuse Training.
- Other trainings needed or required.

##### Safety & Programming

- Notifies appropriate persons of hazardous health and safety conditions.
- Adheres to blood borne pathogens and hazard communication procedures.
- Sends employee completed 801 form to Administrative Office within 48 hours of an on the job accident or injury.

##### Programming & Duties Specific to Behavior Supports

- Provides OIS and BSP training documents for employee personnel files.
- Provides or procures training as needed to support employees in the performance of their job duties as it relates to Behavior Supports.
- Assures that the development of Behavior Support Plans are based on a complete Functional Behavior Assessment and all other pertinent information available.
- Designs proposed Action Plans that assist the person in developing replacement behaviors that are more functional, using positive approaches.
- When indicated by the Assessment, develops Behavior Support Plan that includes any necessary tracking, and review the instructions.
- Assures that approaches to behavior change are based on the Oregon Intervention System as indicated in the Administrative Rules for 24 Hour, Supported Living and Employment Services as applicable.
- Submits Behavior Support Plans for approval of the ISP team.
- Provides training for employees regarding implementation of the Behavior Support Plan.
- Reviews BSPs on a scheduled timetable to look at Individual Risks or data tracking to determine if the BSP is working or if another approach needs to be proposed. If a BSP has been successful, it can be faded or discontinued. If medication is a partner to the BSP, information will be made available to the prescribing physician as requested.

**Additional Job Functions**

- Participates in scheduled team meetings.
- Accepts supervision.
- Works independently without direct supervision.
- Follows through on assigned tasks.
- Cooperative regarding changes in schedule, location, or routine.
- Treats clients and co-workers with dignity and respect.
- Communicates appropriately with supervisor, co-workers, clients, families, and the public.
- Oregon Intervention System Trainer Certification needs to be completed within 6 months of attending the first class.

**Qualifications**

Must have one, or a combination, of the following:

- Board Certified Behavior Analyst (BCBA) plus one year of experience using positive behavior supports with individuals who experience intellectual or developmental disabilities.
- Master's degree in Psychology, Sociology, Human Services, Education, Social Work or equivalent plus one year of experience using positive behavior supports with individuals who experience intellectual or developmental disabilities.
- Bachelor's degree in Psychology, Sociology, Human Services, Education, Social Work or equivalent plus three years of experience using positive behavior supports with individuals who experience intellectual or developmental disabilities.
- A minimum of four years of experience using positive behavior supports with individuals who experience intellectual or developmental disabilities.

**Work Schedule**

The normal work schedule may vary due to residential requirements of 24-hour service provision; exact schedules are assigned by management. It is the attendance standard of the employer that all employees be present and on time each shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit; stand; walk; use hands to handle documents and/or objects; reach with hands and arms; climb stairs; balance; stoop; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

**Other Requirements**

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

Completion of organized in-service training provided by employer as well as on-the-job training as assigned and completion of state training regarding the Individual Support Plan (ISP) system is required.

**Acknowledgement**

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

I have reviewed the job description with this employee.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name Printed: \_\_\_\_\_