

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Position Title: ***Behavioral Support Specialist***

Department: Community Supports

Location: 5720 State Route 345, New Lexington, Ohio 43764

Supervisor: Community Supports Director

Normal Working Hours: 8:00AM – 4:00PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week.

FLSA Status: Non-exempt, Overtime Eligible

Classification: Classified Civil Service

Salary Range: To be determined

Safety-sensitive: Yes

### ***SUMMARY***

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The Behavioral Support Specialist (BSS) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under general guidance and direction of the Community Supports Director (CSD), the responsibilities of the BSS include identifying, establishing, and implementing strategies for people served by the Perry County Board of Developmental Disabilities (PCBDD), specifically children and cross-trained with adults. The BSS will serve as a resource and point of contact for county board staff, people, schools, and families served by PCBDD, providers of people with developmental disabilities, partnering agencies, and the community. The focus of the BSS is to ensure supportive environments exist, referrals for assessments are completed by the Behavioral Support Coordinator (BSC), as well as ensuring transitional supports for people with developmental disabilities. The BSS will assist with trainings to enhance the quality of life for people. The BSS will also serve as an Academy for Leadership Abilities® Facilitator (ALA) at identified respective ALA sites.

### ***MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE***

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- Bachelor’s degree in Psychology, Education, Social Work or related field
- Eligible for Service and Support Administration (SSA) per 5123:2-5-02
- Must acquire and maintain Ohio Department of Developmental Disabilities (DODD) Service and Support Administration (SSA) certification
- Preferred direct experience using behavioral support techniques; developing, implementing strategies and/or plans with people with developmental disabilities; and/or implementing risk reduction strategies or plans
- Experience presenting and training others on behavioral support principles and practices is a plus
- Experience working with Medicaid related programs
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)

## ***KNOWLEDGE / SKILLS / ABILITIES***

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### **Knowledge of:**

- Systems and resources involved in getting and keeping people safe at home, work, and in their community. This includes working relationships with SSAs, providers, parents/guardians, people receiving PCBDD services, DODD, Mid-East Ohio Regional Council, Perry County Courts (and other county courts as deemed appropriate), Perry County School Districts, mental health agencies, and other local agencies
- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavioral supports
- Local community resources and human services organizations

### **Skills in:**

- Microsoft Office products including Word, Power Point and Excel
- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with service providers and staff
- Competent documentation and proven proficiency in accessing various data information systems
- Public speaking and presenting in front of large groups

### **Abilities to:**

- Effectively and efficiently define problems, collect data, establish facts and draw valid conclusions. Provide all relevant information to BSC for assessments.
- Meet deadlines established by policy and procedures
- Generate and maintain effective records and documentation, as necessary
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA program, not limited to roles and responsibilities outlined in this position description.
- Ability to develop and maintain positive and professional effective working relationships with people receiving PCBDD services, employers, supervisors, providers, courts, managers, and the general public
- Maintain confidentiality of records, information, and program matters

## ***PROBATIONARY PERIOD***

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300 Days

## ***WORKING CONDITIONS***

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 65% in office, 35% travel and out of building commitments, telecommuting possibility.

Work Pace – Self-paced (40 hours per week), typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours, including evenings and weekends. Regular, predictable attendance is an essential function of the position.

Physical Demands – Position requires frequently alternating between sitting, standing and walking. Must be able to physically lift, carry or move people in a safe manner, according to in-service training. This position also requires physical demands that may include self-defense tactics and trainings.

### ***POSITIONS SUPERVISED***

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None

### ***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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#### **60% BEHAVIORAL SUPPORT**

##### ***Resource***

Serve as a resource for people with disabilities that are referred for behavioral support consistent with PCBDD policies and procedures. Demonstrate expertise in all areas related to children’s needs in behavioral supports. Provide adult age knowledge when requested.

Facilitate conversations with providers or schools and manage conflict for issues related to behavioral support or restrictive measures, or unapproved behavioral support. Serve as the main point of contact for issues related to children and behavioral support.

Coordinate with SSAs to integrate behavioral support techniques and assessments into Individual Service Plans (ISP) or one page profiles.

##### ***Collaboration***

Assist children, adults and their family in accessing assistance from community agencies; collaborate with the schools, legal system, mental health, and community action agencies to ensure people are healthy and safe in the community.

Provide documentation and information to the BSC for completion of assessment. Provide documentation, data and information to the BSC for the Rights Committee review.

##### ***Train***

Assist, facilitate, and/or present training for staff and others involved with supporting children and adults with behavioral needs, including but not limited to: assistance and training to families in the development of support systems conducive to positive change in the home through home visits, consultation, person-centered thinking, positive culture, and crisis intervention. Also provide consultation for PCBDD staff to provide knowledge of behavioral and mental health issues, and all necessary required training for the Rights Committee.

#### **25% ACADEMY FOR LEADERSHIP ABILITIES® (ALA)**

Serve in the capacity of an ALA Facilitator, as necessary. Aid students in understanding subject matter and curriculum, and provide the skills required for programmed lessons, as necessary.

Serve as Co-Facilitator in respective ALA site(s), as directed by the Community Supports Director and shall be present in the classroom as needed.

Integrate ALA concepts into behavioral support strategies, where applicable. Integrate behavioral support strategies into ALA instruction, where applicable.

Complete and maintain timely and appropriate documentation related to ALA activities.

**5% SERVICE COORDINATION**

Maintain case notes; evaluate documentation of other providers, ensure services are provided as specified in each ISP. Assist children, adults, and their families in evaluating the effectiveness of the services and supports provided, and make adjustments, as appropriate. Maintain necessary records and reports in a timely and accurate manner consistent with agency and regulatory standards. Complete input of targeted case management (TCM), and other billing streams.

Incorporate the results of quarterly reviews (90-day reviews) and identified trends and patterns of incidents into the ISP to improve and enhance the quality and appropriateness of services rendered by the person served.

**10 % MISCELLANEOUS**

Attend meetings, conferences, workshops and trainings related to the position to stay current with trends in behavioral support.

Maintain active participation in continuing education and career development activities and programs.

Fulfill and support other duties as appropriate and assigned by the Community Supports Director, designee, and/or the Superintendent.

***DECLARATION***

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

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Signature

\_\_\_\_\_  
Date