



WORKING TITLE: (BSS) BEHAVIOR CONSULTANT	CLASSIFICATION: HS SPECIALIST I
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: ENHANCED RESIDENTIAL & OUTREACH
PAY RANGE: OPEU 17	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8835
PPE: PER WORK LOCATION	REVISION DATE: FEBRUARY 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of tasks consistent with the experience and abilities of the individual. Supports program objectives by providing outreach Behavior Support Services (BSS) to individuals eligible for home and community-based care services provided through Department of Human Services (DHS), Adults and People with Disabilities (APD). Provides support and education to clients and care providers to promote improved social and emotional functioning. Completes evaluations, develops behavior support plans, and records contacts on progress notes. Participates in case conferences and consultations, provides recommendations for follow up services and supports, and serves as a link between clients and other needed services. Assists in program evaluation and research activities, promotes and assists with program development, and prepares statistics and other administrative reports as required. Provides education and training to staff and community members.

SUPERVISION RECEIVED:

Works under supervision of a Human Services Specialist II, III, program supervisor, or program manager.

SUPERVISION EXERCISED:

May provide some supervision and training to other staff and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Screens referrals provides timely communication of acceptance/denial/waitlist status to NorthWest Senior and Disability Services (NWSDS) staff, or other agencies as appropriate.
- Works with team to decide on case assignments and schedule services with provider staff.
- Provides program overview materials to the client’s assisted living facility, residential care facility, adult foster home, or in-home agency providers prior to delivery of services.
- Records contacts and services accurately on DHS approved form(s) and forwards according to protocol/procedure.

- Begins initial person-centered evaluation within 5 business days of service activation and completes it within 10 business days of referral acceptance (or date of service activation).
- Develops Behavior Support Plan (BSP) on DHS approved form within 20 business days of acceptance/activation.
- Provides individual coaching, group training and modeling for caregivers on the BSP.
- Consults on the BSP with case managers, residential team members, and other professionals.
- Monitors BSP and provide client reassessments and revisions to the plan as needed.
- Maintains appropriate databases and ensures BSS Case Tracking sheet is kept up to date.
- Reviews monthly billing to ensure accuracy.
- Participates actively in individual clinical supervision and in group case reviews with BSS team; maintains openness to learning and provide & accept input/ideas.
- Participates in project marketing.
- Participates in meetings with community partners as requested.
- Participates in and maintains a record of a minimum of as required.
- Participates in ongoing evaluation of the effectiveness of programming so appropriate changes can be implemented and the quality of services is continuously improving.
- Assists with training new staff as directed.
- Provides training to staff at other programs or in the community as assigned.
- Other duties as assigned by Program Manager.

JOB SPECIFICATION

KNOWLEDGE OF:

- General mental health, developmental disability and chemical dependency concepts.
- Social structure, agency functioning, and individual differences in people.
- Models, tools and techniques to assist care providers to support vulnerable individuals in attaining a higher level of functioning.
- Community and partner agencies and resources relevant to the program.
- Confidentiality rules, especially those specific to program area.
- Mandatory reporting requirements.
- Policies, rules, and regulations for the program.

SKILL IN:

- Communicating professionally – both orally and in writing.
- Preparing thorough, meaningful, and accurate reports.
- Maintaining confidentiality.
- Working with vulnerable individuals – including the aging population, persons with psychiatric and/or developmental disabilities, and individuals with addictions issues.

ABILITY TO:

- Adhere to all guidelines/expectations/requirements in the Behavior Support Services (BSS) Contract, Statement of Work, and Rule (411-046-0100 through 411-046-0220).
- Work harmoniously with peers and professionals in various disciplines and to meet and work with other professional and nonprofessional people in the community.

Human Services Specialist I - BSS Behavior Consultant

- Understand the needs of disadvantaged individuals and to gain the interest, respect, and cooperation of others.
- Use interviewing skills and evaluate clients' functioning, interpersonal interactions, environmental factors, needs, etc.
- Write concisely and perform administrative tasks, documenting via electronic medical record systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, database management and record keeping programs, general keyboarding, and other computer skills.
- Maintain updated case records.
- Maintain confidential communications and protect confidentiality of records.
- Safely operate a motor vehicle.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Master's degree in human services related field (or equivalent); or bachelor's degree in human services related field plus at least one year of related work experience. Appropriate combination of education and experience may be substituted for degree. Must meet minimum qualifications for Behavior Consultant (as defined and required by Oregon Department of Human Services) and maintain certification throughout term of employment.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by

Human Services Specialist I - BSS Behavior Consultant

an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.