**Sample - Behavior Consultant Job Description.**
This tool can be used by agencies to inform the development of a position description for their specific program.

Disclaimer: neither the State of Oregon Department of Human Services or Oregon Technical Assistance Corporation have any supervisory, contractual, liability or performance related responsibility for the services provided by a Behavior Consultant listed on the Behavior Consultant Registry.

Job Title: Behavioral Consultant
Supervisor: xxx

**GENERAL JOB SUMMARY:**

Provide technical assistance for foster homes, facilities and in home caregiver providers to improve their ability to work with an individual with behavioral problems.

**QUALIFICATIONS:**

- Educational degrees per agency policy
- One year experience providing mental health or behavioral support assessment and behavior plans for seniors and persons with disabilities in Oregon
- One year experience in leadership, supervisory or management position.
- Current Oregon drivers license with valid auto insurance, excellent driving record and reliable transportation
- Must be able to pass a criminal record check.

**SKILL SETS**

- Demonstrate adherence to practice standards of the international association of positive behavioral support specialists as used in “Behavior Consultant Competencies” from the APD Competency Review.
- Complete 12 hours a year of State of Oregon approved continuing education
- Knowledge of Medicaid regulations related to long term care programs and licensed settings
- Ability to read, write and follow written and oral instructions in the English language.
- Ability to prepare adult education teaching materials for caregivers and foster home providers.
- Ability to use computer and word processing software
- Flexibility in schedule is a must
- Ability to motivate people
- Ability to adapt procedures and tools to unique situations, settings and adult learning styles
- A strong commitment to and understanding of person centered care and positive behavioral support philosophy
PERFORMANCE REQUIREMENTS:

1. Responsibilities:

   To facilitate and promote the policies and procedures needed to provide quality care and services to the clients. To keep all personnel, resident and related matters confidential. Perform all other duties as directed by supervisor. To have good organizational and teamwork skills that promotes positive and productive staff work force. Ensures that problems are handled appropriately and according to program policy and procedure. Communicates with supervisor regarding client issues and any other problems.

2. Physical Demands:

   Work day…8 hours, more when necessary
   Stands…often, up to 2 hours at a time
   Sits…occasional
   Walks…often, short distances
   Bends…often
   Stairs…occasional
   Climbs…occasional
   Lifts…occasional up to 50 lbs
   Kneels…occasional
   Repetitive hand/foot…often
   Drive ….. Often

3. Working conditions:

   Works indoors in well-lighted, well-ventilated offices. Has the potential to work in hot conditions in resident apartments. Works with a variety of staff. Deals with the public, personnel in wide range of long term care settings, family members and residents under all circumstances.

4. Duties:

   Duties include, but are not limited to the following:

   1. Assessment of all environmental, social interpersonal and intrapersonal factors influencing the person’s behaviors.
   2. Identification of the persons desires and preferences;
   3. Coach the primary caregivers to develop and carry out routines and strategies needed to minimize challenging behaviors and to encourage alternative behaviors
   4. Development of a positive behavioral support plan describing the procedures and intervention needed to support the agreed upon strategies.
   5. Teaching of the plan provided to one or more caregivers working with the indentified person so they can implement the positive support plan.
   6. Monitoring and review of the plan as needed.
   7. Provides problems solving for clients, staff and family members when needed.
   8. Promotes teamwork and continuity of care at all times. Provides positive re-enforcement or redirection as necessary.
   9. Provide a Holistic psychosocial assessment of the person
   10. Coordination with health or mental health providers
   11. Provide Training on person centered care and behavioral support to groups of caregivers or interdisciplinary staff
12. Participate a member of the Interdisciplinary team to develop discharge and or treatment planning
13. Accepts critical criticism or re-direction in a positive manner and shows willingness to redirect behaviors, performance and attitude as instructed by supervisor.
14. Incorporates choice, dignity, independence, individuality and privacy into job performance on a daily basis. Encourages staff to uphold the same principles.
15. Maintains good personal appearance and adheres to dress code as outlined in the employee manual.
16. Ability to plan, design and implement changes to individuals behavioral support or service plan.
17. Ability to collect, summarize and analyze data to formulate/written behavioral support plans.
18. Ability to analyze, problem solve and approach emotionally laden situations with planned approaches, tools, protocol or procedures.
19. Demonstrate effective time management and perform multiple projects.
20. Complete accurate, timely and well organized written reports documenting provider’s activities and reported events.
21. Ability to provide direction or training to direct caregivers as an instructor, consultant, supervisor or peer.
22. Be able to coordinate schedule and work independently without constant supervision.
23. Communicate efficiently with outside agencies, providers and families.
24. Be able to meet deadlines.
25. Must be able to endure the stress of managing difficult, sometimes verbally/physically assaultive residents.
26. Provide support and suggestions to caregivers on how to use the performance of their caregiver duties as a way to improve the individual’s life, relationships and resolve problem behaviors.
27. Provide case specific training and follow up support on a weekly basis for the identified caregiver(s) and the individual as long as the team deems necessary.
28. Respond to referrals within 48 business hours of first contact.
29. Attend and participate in any team or service planning meetings necessary to gather information and concerns regarding the individual’s behaviors and caregiver’s activities.
30. Maintain the confidentiality of persons served both in verbal communication and in shared written materials per agency policy and procedure.
31. Ensure that any medication issues, health or mental health concerns that are identified during the consultation are brought to the attention of the case manager, foster home provider and or shift supervisor.
32. Report directly to the foster home provider, shift supervisor and case manager, APS worker and situation or observed violations or consumer rights or imminent health and safety issues.
33. Maintain client specific documentation.
34. Maintain a monthly calendar documenting all meetings with caregivers, licensed providers and individual clients.
35. Maintain case specific files in accordance with agency policy and procedures.
36. Meet with Supervisor weekly to review referrals, schedule, issues, and concerns.
37. 30 day summaries for all current cases.
38. All other duties as assigned.
5. **Supervision:**

Needs to be self-directed and possess the ability to make decisions. Shows strong leadership and communication skills. Works closely with supervisor, local Aging and People with Disabilities case managers and wide range of personnel in long term care settings.