

SKILLS SPECIALIST

POSITION PURPOSE (DEFINITION)

Under general supervision, provides behavioral and support services to children or adults who have developmental disabilities; uses intervention strategies that reflect evidence based practices to increase developmentally appropriate skills as overseen by a behavioral consultant; as assigned, performs personal attendant duties; performs related work as assigned. Work is generally performed in the focal individual's residence or (as approved) in community settings. Work may be performed with or without the focal individual's family members present, depending upon the specific individual and the focus for the day. Reports to the Developmental Services Director.

ESSENTIAL JOB FUNCTIONS

- In conjunction with a behavioral consultant, engages in intervention strategies with individuals who have developmental disabilities and their families/caregivers in order to achieve goals toward an individual's Individualized Program Plan, skills training plan, and behavior support plan
- Effectively uses principles of Applied Behavior Analysis
- Follows procedures to collect data regarding the focal individual's intervention plan
- Uses appropriate strategies with individuals and/or his/her family members to support positive behavior
- Within the context of a behavior support plan, participates with the focal individual in community events and activities
- Ensures that environmental modifications are in place to the extent possible to support the success of the individual to achieve his/her goals
- Acts in a manner that protects the safety of the individual, others around the individual, and oneself
- Facilitates active participation in the behavior support plan within the natural environment
- Performs work in a manner that is consistent with best practices in supporting individuals with developmental disabilities
- Accurately writes up or enters/retrieves data which documents observations of the focal individual
- Effectively communicates with supervisor (Developmental Services Director), behavioral consultant, and others encountered in the course of work
- Maintains appropriate professional boundaries with the focal individual, his/her family, and others who may be involved

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- Maintains confidentiality regarding information gained in the course of work including regarding the focal individual, his/her family or caregiver, or the work environment
- Performs personal attendant duties for focal individual including preparing meals, feeding, assisting the individual to get dressed, personal hygiene, toileting, assisting in recreation activities, and assisting the individual to participate in daily living activities.
- Immediately reports any unusual circumstance to the Developmental Services Director; assists in the completion of Special Incident Reports, and reports to Adult or Child Protective Services
- Communicates effectively both orally and in writing, using correct English grammar
- Follows oral and written directions
- Exercises appropriate judgment and problem solving when working independently
- Performs work within assigned schedule; communicates regarding scheduling per agency policy; immediately communicates any change in actual schedule worked or availability of hours
- Performs work on weekends, during evenings, and early mornings as arranged with supervisor
- Maintains access to a phone
- Maintains current certification in First Aid and CPR. Obtains Pro-ACT certification within 90 days of hire and maintains certification
- Maintains current California driver's license, access to vehicle, and insurance
- Complies with Changing Tides Family Services Personnel Policies and other agency policies and guidelines

QUALIFICATIONS:

Knowledge of:

Autism, developmental disabilities, and how to effectively work with individuals who have challenging behaviors

Basic principles of applied behavior analysis

Record keeping and data collection procedures

Self care and household skills

Communication skills with multiple professionals, each with different roles and responsibilities

Required Standards:

- Must be 18 years of age
- Must be able to pass a criminal history review, including submitting fingerprints
- Obtain/maintain first aid certification and CPR certification (online certification not acceptable)

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- Ability to work a varying or assigned schedule which may fluctuate as determined by supervisor. Hours will likely include evenings and weekends.
- Personal mobility and physical abilities to work safely with children or adults whose behavior may be dangerous to themselves and others
- Ability to work in a variety of settings including private residences and community venues
- Ability to sit, stand, walk, move rapidly
- Valid California's driver's license, access to vehicle for work, and auto insurance

Education and Experience

Requires high school diploma. Prefer college coursework in Psychology, Education, Social Work, or related field. Requires 6 full time months' experience providing direct care/supervision and positive behavioral support to individuals who have developmental disabilities. Ability to complete 16 hours of ABA competency based training and Pro-ACT certification within 90 days of hire.

10/13/10