



**Job Title:** Behavior Specialist CSCT

**Program:** Dan Fox Family Care Program

**Reports to:** Clinical and Program Director

**Effective Date:**

**Job Summary:** As a member of a two-person team, the Behavior Specialist provides an array of services for youth focused on improving the youth's functional level by facilitating the development of skills related to exhibiting appropriate behaviors in the school and community settings. Services are primarily provided in the school setting, and may be provided in the home and/or community. Services are provided throughout the year. The Behavior Specialist will be responsible to the designated CSCT Therapist who serves as the Team Leader.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

- Provide behavioral support as established in Individual Treatment Plans.
- As directed, participate with identified Treatment Team Members which include the CSCT Therapist, school administrator or designee, parent(s) or legal representative/guardian, the youth (as appropriate) and other providers or involved parties as requested by the parent(s) or legal representative/guardian or agencies.
- Provide behavioral interventions.
- As assigned, provide crisis intervention services during time the youth is present in a school owned or operated facility.
- Participate in the development of Crisis Plans that identify a range of potential crisis situations with a range of corresponding responses including physically present face-to-face encounters and continuously available telephonic response.
- As directed by the Team Leader, assist with the facilitation of referrals for additional services when warranted.
- Maintenance of accurate and current documentation required for clinical, billing, and data collection.
- Other duties as assigned.

**Required Skills/Abilities:**

- Working knowledge of evidence-based treatment and intervention strategies.
- Working knowledge of community resources and agencies serving children and families.
- Demonstrated ability to effectively engage and work with youth and adults.
- Ability to work collaboratively in a team setting.
- Ability to maintain appropriate professional boundaries and project professionalism and competence.
- A high level of interpersonal skills necessary to listen and communicate effectively with all levels of staff, other professionals, the general public in handling sensitive issues or gathering and exchanging information.
- Ability to handle sensitive issues and gather and exchange confidential information while adhering to privacy and confidentiality policies and procedures.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- High School Diploma and at least two years relevant experience working with youth and/or in a school setting. Bachelor's Degree preferred.
- A valid Montana Driver's License.

**Physical Requirements:**

- Generally works Monday through Friday in the school setting, with some evening and weekend hours. Role does require being available to monitor and check processes while not at work as well as respond to calls after hours.
- Demands that are conflicting in nature and frequent pressure to resolve and/ or answer problems and questions quickly and accurately. Occasional travel out of town for longer than one day.
- Ability to lift 50 lbs. as needed.
- Ability to climb stairs as needed.

**Employee Classification, Compensation and Benefits:**

- This position is a Full-time, Non-exempt position.
- Compensation is based on range establish in the Youth Homes Salary Schedule.
- Youth Homes provides a generous benefit package inclusive of:
  - Annual Leave, Exceptional Leave, Educational Leave
  - Health, Dental, Vision, Long-term Disability and Life insurance.
  - Health Savings Account and 401(k) options with agency match.
  - Vision insurance coverage

**Employee Signature:**

**Date:**