



VACANCY ANNOUNCEMENT—PART TIME

Contact:

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Positive Behavioral Support Consultant

The Arc of Dauphin County - Harrisburg, PA

The Arc of Dauphin County is accepting applications for the position listed below. Please submit a cover letter, resume and salary requirements.

JOB DESCRIPTION

Positive Behavioral Support Consultant

Department: Positive Behavioral Support
Responsible to: Director of Positive Behavior Support
Supervises: NA
Hours: Part-time, requires some evenings.
Classification: Exempt

JOB PURPOSE AND SUMMARY: The Arc of Dauphin County is a nonprofit organization established in 1953. Our mission is to enhance the quality of life and community integration for individuals with special needs. We service the areas of Dauphin, Cumberland/Perry, York/Adams, and Lebanon Counties and possibly expanding to other areas, such as Lancaster. The purpose of this position is to assist individuals in achieving their goals and improving their quality of life by providing strategies of behavioral support based on an assessment. Training will be provided to individuals, staff, parents and caretakers. Services are required to meet the current needs of the individual as documented in the Individual Service Plan, which includes positive behavior support strategies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's in Education, Human Services or related field required.
- Three(3) years' work experience in behavioral support with persons with intellectual and developmental disabilities
- Must be at least 18 years of age
- Have clear FBI, child abuse and criminal history records
- Must have valid driver's license, automobile, automobile insurance, valid inspection
- Excellent interpersonal relationship and team skills
- Time management skills and work under time constraints to meet deadlines
- Excellent communication skills; both verbal and written, to work with individuals families, county, state and case management professionals
- Ability to work in a team environment

DUTIES AND RESPONSIBILITIES

Essential Functions

General Duties:

Incumbent will, under the supervision of the Director of Positive Behavior Behavioral Support, provide service to individuals, their families or caregivers that will meet the needs of the individual as per their Individual Support Plan.

Specific Duties:

- Provides direct and indirect service including:
 - Collection and evaluation of behavioral data
 - Observation of the individual in various settings for the purpose of developing a behavior support plan
 - Collaboration with the individual, their family, and their team for the purpose of developing a behavior support plan that must include positive practices and may not include restraint procedures as support strategies
 - Conduct comprehensive functional assessments of presenting issues
 - Development and maintenance of behavior support plans, which utilize positive strategies to support the individual, based on functional behavioral assessments
 - Conducting training related to the implementation of behavior support plans for the individual, family members, staff and caregivers
 - Implementation of activities and strategies identified in the individual's behavior support plan
 - Monitoring implementation of the behavior support plan, and revising as needed
 - Collaboration with the individual, their family, and their team in order to develop positive interventions to address specific presenting issues
 - Completion of required paperwork related to data collection, progress reporting and development of annual planning material
 - Provides assistance in emergency situations, including first aid and CPR procedures, to the extent of and training.

Non-Essential Functions

- Perform other duties as requested by the Director of Positive Behavior Support or Executive Director.

Communication

Employee must demonstrate excellent written and oral communication skills, including command of grammar and punctuation, excellent proofreading skills, and the ability to communicate effectively and courteously in person, over the telephone, and via email.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear/listen, write, type, and walk/move frequently. The incumbent regularly makes visits to clients' homes, place of employment, group home, etc. The physical demands described 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.

Work Environment

This position requires the incumbent to be in the field 90% of the time. The Arc of Dauphin County staff work in a friendly environment. The noise level in the office is generally quiet, but with constant interruptions.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

EOE M/F/D/V