



BEHAVIORAL SPECIALIST

Job Category: Youth Programs

Job Status: Full-time and Part-time

Reports to: Family Connections Program Manager

Job Summary: The Behavioral Specialist responsible for the daily supervision and well-being of the youth placed in the Family Connections Center.

Responsibilities: Primary responsibilities include but are not limited to:

- Supervise children in compliance with agency policy and procedures, including implementation and documentation, to assure that services operate efficiently and effectively and the client gain is maximized.
- Adhere to each child's treatment plan so youth work toward and achieve treatment goals.
- Participate as an active team member with all agency departments (i.e., attend meetings as assigned, ensure availability of residents for scheduled on and off-campus appointments, etc.), so the agency's efforts to assist children and maintain licensing standards are coordinated for maximum effectiveness.
- Demonstrate and provide prescribed behavior management of children, model and encourage staff to engage in relationship-building activities and specific behavioral interventions with youth according to agency guidelines, so the appropriate interventions are used to assist youth in learning self-discipline and problem solving skills, and so youth work toward achievement of treatment goals in a supportive setting.
- Regularly promote active supervision and safety while transporting, and on outings; supervise discipline and crisis intervention, assisting when needed, so youth losing control are de-escalated ensuring youth are safe from harm at all times.
- Behavioral Specialist shift leads will assure youth's medications are administered as prescribed, and medications are accurately and safely administered in accordance with agency standards.
- Be knowledgeable of agency policies and procedures so work performance and job responsibilities are carried out in compliance with agency policy and procedures, and if differences and disputes about agency policy and procedures do arise, they are dealt with through appropriate agency procedures.
- Monitor physical maintenance of the facilities, inspections are passed, and the dorms and their contents are clean and in good condition and cleaning products/equipment are kept from youth's reach.
- Ensure all required documents, reports, shift reports, and logs are prepared according to program policies and procedures showing what occurred daily on each shift for each child, and accountability standards of licensing/funding/accrediting bodies are met.
- Attend and participate in all scheduled meetings, court hearings, and trainings.
- Communicate and process with all shifts in the facility, ensuring staff are made aware of all situations that have occurred and notified of any follow-up that needs to happen on the next shift, and efforts are coordinated for maximum effectiveness.
- Maintain strong, open communication with direct supervisor regarding services delivered, concerns, or questions.
- Participate as an active team member with all agency departments (i.e., attend meetings as assigned, ensure availability of residents for scheduled on and off campus appointments, etc.) so the agency's efforts to assist clients and maintain licensing/contract/COA standards are coordinated for maximum effectiveness.
- Assist as requested in the interviewing of potential new employees.
- Maintain First Aid/CPR Certification.
- Complete other duties as assigned.

Qualifications

- Must be 21 years of age.
- High school diploma or equivalent.
- At a minimum, one (1) year experience working with at risk children/youth.
- Valid driver's license, car insurance, and reliable transportation.
- Flexible schedule.
- Work as a necessary part of a team effort with colleagues of all demographics.
- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations.
- The ability to collaborate and advocate for positive outcomes, using excellent interpersonal skills in multi-disciplinary, diverse, and dynamic professional teams.
- The ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals.
- The ability to write routine reports and correspondence.
- The ability to interact effectively and in a professional and friendly manner with children, co-workers, parents/guardians of residents, treatment team members and outside service providers.
- The ability to define problems, collect data, establish facts, and draw valid conclusions.
- CPR/First Aid Certified (preferred).

Compensation and Benefits (Full-Time)

- Compensation commensurate with experience.
- Full-time, exempt position.
- Health, dental, vision, short and long-term disability, and life coverage options provided.
- We pay 100% of long-term disability and life insurance premiums and 50% of health insurance costs. Additionally, we offer a match for a 403(b) retirement plan. We also provide access to dental insurance and short-term disability for purchase.

Benefits (Part-Time)

- Employee Assistance Program (EAP) for mental health services.

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