

### Primary Responsibilities:

To work as a compassionate, professional member of each individual's team to provide clinical services for the individuals and families we serve. This includes preparation and implementation of behavioral plans, clinical assessments and services, participating in critical psychiatric appointments, attending required individual and team meetings, and providing training and support for staff, individuals, and caregivers.

### Specific Responsibilities:

#### Accountability

- Provide clinical case management for individuals being served.
- Implement Behavior Intervention Support Teams to reduce the incidence of challenging behaviors of individuals being served, to increase the knowledge of skill and staff in providing services, to increase the skills of individuals being served, including their ability to participate in community life.
- Consult and coordinate with team members to assess, plan, implement, and evaluate behavior and service plans.
- Maintain records and prepare required internal and external reports, including clinical assessments of new referrals, interpretations of psychiatric assessments, behavior plans, medication assessments, among others.
- Participate in implementation and maintenance of PBS initiative in agency.
- Collaborate with team to ensure individual care plans are being followed
- Other duties as assigned by Supervisor

#### Professionalism

- Professionally represent the organization, clearly communicating our mission, philosophy, values, goals and expectations, internally and externally. Act as a role model for peers, colleagues, staff, volunteers, and the people and families we serve.
- Establish and maintain positive relationships with current and potential funding and referral source contacts, licensing, regulatory and collateral service agents, community stakeholders, donors and other business representatives.
- Represent the organization to the community as spokesperson, advocate and goodwill ambassador, encouraging community support and participation

## Decision Making

- Ensure that all programming and services are provided consistent with the program or service model and policy as required by contractual and licensing obligations.
- Ensure that all program issues and incidents are identified, addressed, communicated, and documented.
- Ensure that the provision of all programming and services is documented consistent with the program or service model and policy and as required by contractual and licensing obligations

## Dependability

- Actively participate in ongoing training, including orientation, mandatory, refresher, and professional development
- Maintain the quality, consistency and integrity of the program or service model at all times.
- Actively participate in funding and referral source, licensing, provider, care coordination, community group and other meetings consistent with position responsibilities

## Resource Management

- Ensure that client files are securely maintained, documentation is complete and up to date and all reports are completed as required by policy, contract and licensing obligations.
- Participate in achieving the organizations strategic plan goals.

## Communication

- Ensure there is open and ongoing communication between and among all staff, whatever their position, encouraging teamwork, collaboration, and consistency in fulfilling their responsibilities.

## Self-Direction

- Provide direct services as necessary, including maintaining all certifications required to provide direct services.
- Comply with and ensure compliance with organization policies, procedures, and practices

Minimum Qualifications:

- Masters Level Board Certified Behavior Analyst
- Proficiency in MS Office Suite, Power point, and MS Outlook
- Strong communication skills, both oral and written
- Strong knowledge of DDS systems, ISP Development, and behavioral health
- Familiarity with MA DPH/BSAS regulations and MAP certification preferred
- Demonstrated ability to efficiently balance concurrent and changing priorities
- Acceptable driving record, valid driver's license and access to an automobile suitable to transport individuals