

MountainHeart

Job Description

Job Title: Behavior Consultant
Department: Child Care Resource and Referral
Reports To: Program Director and/or Professional Development Supervisor
FLSA Status: Exempt
OSHA Category: Category 2

Summary: Provide technical assistance, observation, assessment and consultation to providers and families in regard to children with challenging behaviors, development delays, or special needs per program requirements.

Essential Duties and Responsibilities:

- Must be knowledgeable of federal and state regulations in regard to services provided to children and families through MountainHeart.
- Must be knowledgeable of community resources that may be utilized by the children and families served by MountainHeart.
- Consultation with the Professional Development Team Supervisor on an ongoing basis to seek approval on scheduling, training topics and sessions, technical assistance visits and strategies to assist providers.
- Work closely with other members of the Professional Development Team to ensure comprehensive services are delivered to child care providers.
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities.
- Conduct professional development for providers per MountainHeart program policy.
- Conduct observations, assessments and consultations within early childhood or afterschool environments throughout the CCR&R delivery area.
- Develop strategies for implementation by child care providers and parents to assist children with special needs and/or challenging behaviors.
- Observe and analyze children's behavior and development, create actions plans and provide specific training.
- Consult with and make referrals to other professionals, as needed.
- Observe early childhood and afterschool environments to determine specific needs and/or training.
- Record relevant documentation and submit all behavior consultant reports.
- Conduct meetings with child care providers, parents, school personnel and other professional entities to assist in developing a team approach or strategy to address any needs.
- Enter mass entry data into FacsPro system.
- Adhere to the duties as listed in the WV DHHR Child Care Resource and Referral Policies and Procedures.
- Participate in work groups as assigned.
- Refer all suspected cases of child abuse and neglect to the DHHR.
- Maintain confidentiality.
- Other duties as assigned.

Updated: September 13, 2018

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Supervisory Responsibilities:

This position does not have supervisory responsibility.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, Excel and Power Point. Excellent communication skills and ability to operate office equipment. Maintain confidentiality.

Education and/or Experience:

Master's Degree in required field and special training or experience in assessing child behavior and developing intervention plans. Bachelor's degree or certification in a relevant special education field is acceptable with 5 years experience if work is performed under the supervision of a Master's level person meeting the above qualifications.

Valid driver's license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

Language Skills:

Ability to write reports, relevant documentation, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from professionals in a variety of fields, parents, childcare providers and the general public. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and stand. Extensive travel is required. The employee is frequently required to drive, type, hear, sit, and be able to see.

The employee may be required to move and/or lift up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet however; visits to centers may be noisy.

Frequent and extensive travel within the service delivery area is required.

Employee Signature

Date

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