



Job Description

Job Title: Behavioral Consultant
Department: Child Care Resource and Referral – Region V
Reports To: Professional Development Team Supervisor
FLSA Status: Exempt
OSHA Category: Category 2

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

Essential Duties and Responsibilities:

- Must be knowledgeable of federal and state regulations regarding 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
- Consults with 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 Professional Development Team to ensure comprehensive services are delivered to childcare providers
- Maintain 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 childcare providers and parents to assist children with special needs and/or challenging behaviors
- Observe and analyze children's behaviors and development, create action 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 Behavioral Consultant reports

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

ALL PERSONNEL ARE AT WILL EMPLOYEES
MountainHeart Community Services, Inc. is an Equal Opportunity Employer
Revised: October 21, 2024 (CCR&R Region V)

- Conduct meetings with childcare providers, parents, school personnel and other professional entities to assist in developing a team approach or strategy to address any needs
- Adhere to duties as listed in WV DoHS Child Care Resources and Referral Policies and Procedures
- Participate in work groups, as assigned
- Refer all suspected cases of child abuse and neglect to WV DoHS
- Participate in community outreach activities as assigned
- Maintain confidentiality
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals
- Collaborate with agency colleagues to reach agency goals and objectives
- Participate in agency committees as needed

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Competencies

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

- Quantity - Completes work in a 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
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results

Core Values

To perform this job successfully, you must adhere to the agency's core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

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

Mission Statement: "Working together with individuals, families, and communities to provide resources for a better life"

ALL PERSONNEL ARE AT WILL EMPLOYEES
MountainHeart Community Services, Inc. is an Equal Opportunity Employer
Revised: October 21, 2024 (CCR&R Region V)

ability required. Some computer skills including knowledge of Microsoft, Word, Excel and Power Point. Excellent communication skills, ability to operate office equipment and 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 supervision of a Master’s level person meeting the above qualifications. Must meet the qualifications to be an approved trainer through the WV State Training and Registry System.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check and must be bondable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

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 stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Frequent and extensive travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet the contractual obligations.

Employee Signature

Date

Mission Statement: *“Working together with individuals, families, and communities to provide resources for a better life”*

ALL PERSONNEL ARE AT WILL EMPLOYEES
MountainHeart Community Services, Inc. is an Equal Opportunity Employer
Revised: October 21, 2024 (CCR&R Region V)