



Behavior Support Coordinator

POSITION DESCRIPTION

This is a full-time leadership position, responsible for the coordination of contracted residential services within a team setting and providing residential supports specifically to a current program participant with significant behavioral needs.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Supported Living (SLP)

Supervisor: Supported Living Manager

Other key relationships: Director of Supported Living, Scheduling Coordinator, Quality Assurance Coordinator, Direct Support Professionals (DSPs).

JOB SUMMARY

This Coordinator is a member of the SLP supervisory team leading a team of Direct Support Professionals in overseeing specific supports for specific participants who require enhanced individual behavioral supports. This person will oversee and coordinate all medical and therapy appointments, consult with therapists, clinics, and the prescriber in delivering supports as well as ensure that program goals are being addressed, that contracted hours are being met, and that the Residential guidelines are followed as well as DDA policy the Washington Administrative Code specific to residential supports.

ESSENTIAL FUNCTIONS

- Hires and Supervises a team of DSP staff
- Assists with hiring, orientation and of new staff working with this individual
- Provides modeling and training to all new staff as well as ongoing training with staff on the support team
- Develops positive behavior support, refusals, and staff intervention plans
- Trains staff specific to PBSP and other relevant plans
- Provides tools to this individual to manage their relationships, life events, and daily aspects of living.
- De-escalates situations and when called for
- Knowledge of mental health concepts, and community resources.
- Ability to understand and utilize behavioral approaches such as Positive Behavioral Support Crisis Intervention
- Ensures a safe home environment
- Provides modeling, coaching, and mentoring to all staff assigned to client to ensure continuity and fidelity to the positive behavior support plan.
- Coordinates with client's Support Team including DDA, therapists, medical professionals, behaviorists, school, and family to develop and adapt positive behavior support plan and supporting materials including plan for refusals and staff intervention plans when aggressive or otherwise unsafe behavior presents.
- Provides ongoing staff mentoring

- Meets with DSP team weekly to review supports goals and progress of goals
- Provides input in evaluations and monitoring of DSPs performance
- Reports weekly to SLP Management team to provide updates on program goals and overall supports
- Receives input from participant, family, and other relevant sources to develop goals which reflect support needs as identified in the PCSP
- Reviews narratives and staff documentation for this participant to ensure documentation is happening timely and comprehensively and that daily goals are being met.
- Updates individual program goals as needed
- Consults with doctors, prescriber, therapist, clinics, and other associated professional to ensure that supports are stabilized, and therapeutic measures are being followed
- Works with Healthcare Coordinator to maintain appointments for participant
- Reviews incident reports and daily documentations
- Compiles data from incident reports for analysis in tracking behaviors and trends
- Provides updates to Guardians
- Ensures that medications are taken as prescribed
- With participant, explores opportunities for meaningful community integration and Inclusion
- Ensures that sensory supplies are in place and stocked
- Maintains a weekly calendar of targeted community activities and schedule events
- Maintains a daily schedule for the day to day in home tasks and routines in the home
- Covers open shifts, including overnight shifts as needed.
- Works with Quality Assurance Coordinator and Healthcare Coordinator in addressing client needs
- Creates weekly schedule for DSP team in Humanity.
- Makes sure the hours billed equal to hours reported in Therap and Payroll.
- The above is not a comprehensive list of activities, duties, or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary

QUALIFICATIONS

- Excellent organizational skills, attention to detail, interpersonal skills
- Management or supervisory experience
- Ability to effectively prioritize tasks or to ask the SLP Manager for assistance in prioritizing tasks.
- Experience in working with individuals with autism and as well as individuals with high behavioral needs, including aggressive behavior.
- Familiar with implementation and data collection related to Applied Behavior Analysis intervention strategies
- Must have a documented success in managing behavior support services for adults with autism and individuals who demonstrate aggressive behaviors.
- A minimum of two years' experience in working with people who have a developmental disability
- Ability to work effectively with individuals of diverse economic, ethnic, and social backgrounds
- Experience in using MS Office and other data bases

- Knowledge of Therap database is preferred.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to work flexible hours and days
- WA drivers' license and verification of good driving record, insurance, and reliable transportation
- Ability to pass a criminal background check

SALARY AND BENEFITS

- Annual Wage starts at \$60,000 DOE
- 1.0 FTE Salary Exempt Position
- Medical and Dental Benefit Eligible first of the month after 60-days
- 401k with employer match