

Position: Behavioral Specialist Consultant

Corporate Office: Lancaster

County or Counties: Chester, Dauphin,
Lancaster, York, and Lebanon

Description:

- 1. Is the primary author of the child's Treatment Plan.** The Behavior Specialist Consultant (BSC) possess extremely well-developed social and written communication skills (including excellent computer skills), and works at home and in the child's school or community. The BSC collects input from the child, parent(s), Psychologist, and others to create a collection of documents that identify the primary problems to be addressed, who is to address them, how they are to be addressed, how progress is to be measured, and the time frame in which treatment is to occur.
- 2. Directs the child's treatment program.** Although a treatment plan must be agreed upon by all members of a child's interagency team, it is the responsibility of the Behavior Specialist to design and develop the treatment plan and to lead the Interagency Service Planning Team (ISPT). The treatment plan must be child-specific and must be updated at least every four months, or whenever a child's situation changes. Active participation from the child and his/her parent/guardian(s) must be encouraged by the Behavior Specialist Consultant. Parent(s) or guardian(s) should observe service providers and discuss their observations with the Behavior Specialist at or before the Interagency meeting. The child and his/her family or guardians, and/or teacher(s) must be willing and able to collaborate with all service providers to reach the child's treatment plan goal(s), in order for any services to be offered.
- 3. Assembles the authorization request packet.** The BSC completes all necessary documentation efficiently and accurately (attending to grammar, punctuation, form and editing expectations), in order to assemble each authorization request packet within the prescribed time limits. The BSC assures that all necessary handwritten documents are properly completed and all documents requiring signatures contain all necessary signatures. The BSC collects all packet documents promptly upon completion of the Interagency Service Planning (ISPT), and delivers these documents to the Coordinator immediately for final processing & mailing.

Treatment re-authorization packets are to include, at minimum, the following:

- Edited treatment plan (hard copy & computer disk) with recommendations from ISPT meeting
- Treatment plan signature sheet with signatures of child and all who attended the ISPT
- ISPT attendance/signature sheet with parent signature at the top and signatures of all who attended the ISPT in section below
- ISPT meeting notes, with meeting minutes and summary of services recommended
- All treatment authorization forms, with all necessary and appropriate signatures

- 4. In addition, if any of the following documents are missing from a child's chart,**

the BSC obtains them:

- Referral form completed and signed by referring party (with record of EVS eligibility check)
- Client Satisfaction Survey form and other Consumer Satisfaction form(s) as required
- Client Bill of Rights form signed by child and witnessed
- Civil Rights and Grievance procedure forms signed by child and witnessed
- Authorization/consent form(s) signed by child, witness and parent/guardian/DHS worker
- Freedom of Choice form signed by child if age 14 or older (or parent/guardian/DHS worker)
- Confidential Records access policy statement signed by child if age 14 or older (or parent)

5. Tracks the child's treatment progress.

6. The BSC initiates the child's entry into treatment and monitors the child's progress by:

- Personally introducing the child and his/her family to each and every Therapeutic Staff Support (TSS) or Mobile Therapy (MT) provider(s) assigned to the child,
- Conferring at least once a month on a fact-to-face basis with the child,
- Conferring once weekly on a face-to-face basis with the TSS provider(s) assigned to that child,
- Consulting (on the telephone, by reviewing MT Progress Notes, and/or face-to-face) with each MT who works with a child assigned to you once weekly.
- Consulting with the child's parent(s) or staff once weekly. These consultations may be by telephone, provided that periodic face-to-face contact is maintained (at least once monthly)

7. Attends regularly scheduled supervision sessions and notifies supervisor of any changes to the child's treatment program, or meetings scheduled. Additional supervision sessions are held whenever necessary, as determined by the Coordinator.

Full and Part time positions available.

MINIMUM QUALIFICATIONS

Education:

- Master's Degree in Human Services field, including Psychology, Social Work, School Counseling

Work Experience: Prior experience working with children and families in the implementation of therapeutic skills acquisition and behavior change protocols. Experience with Autism preferred.

Clearances: *(Perspective employee must have the following clearances before servicing clients.)*

PA State Child Abuse Clearance (Upon hire, before working with clients, and every two years thereafter)

Pennsylvania State Criminal Background Check (Upon hire, before working with clients, and every two years thereafter)

FBI Clearance

Resumes: Send resume to: TW Ponessa & Associates Counseling Services, Inc., 2141 Oregon Pike, Lancaster, PA 17601, Attn: Catherine DeGuire; fax to (717) 735-1901; email to amber.steckman@twponessa.com

Benefits: Medical, Dental, Vision, Life Insurance, Short term disability, Paid Time Off, and Paid Holidays