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| Job Title:            | Behavior Consultant, Level 2 Clinician           |
| Department:           | Behavior Supports                                |
| Supervisor's Title:   | Director of Behavior Supports                    |
| Positions Supervised: | None   |
| Job Category:         | Professional Therapist                           |
| Job Status:           | Full-time, Exempt Professional Paid on Fee Basis |

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### Overview

A behavior consultant works with an individual, their loved ones, and other service providers (including educational staff in some cases) to create a behavior support plan that cultivates appropriate expression of emotions and desires, compliance, assertiveness, acquisition of socially appropriate behaviors, and the reduction of inappropriate behaviors. In order to achieve this, behavior consultants employ clinical observation, clinical interviews, and research methods that include compiling an individual's case history. After a behavior support plan is created, the behavior consultant trains the individual's team on the plan, regularly collects and compiles data on the effectiveness of the methods in the plan, revises the plan as needed, and regularly consults with the individual and their team members. Behavior consultants work non-traditional hours at times and are expected to respond to behavioral crises in person as needed. Behavior consultants work independently, but are under the management supervision of the director of behavior supports and the clinical supervision of the level 1 behavior consultant.

### Areas of Responsibility

- Create and maintain own daily, weekly, and monthly work schedules to accommodate each of the individuals, their family members, and their treatment teams.
- Use the tools provided to formulate the functional behavior analysis. This shall be sent to the health service provider in psychology (HSPP) and uploaded to the state document library each calendar year.
- Formulate, implement and train staff, family, and any others on the behavior support plan (BSP). This shall be sent for review to the human rights committee, HSPP, and uploaded to the state document library each year or as needed.
- Observe each client in all environments (home, work, community, school), to ascertain the best approach to use in the behavior support plan
- Work collaboratively with residential providers, case managers, families, school personnel, and others for the benefit of the client.
- Attend at least two team meetings (the annual meeting is mandatory) for the client each year. This is at the client's discretion.
- If applicable, attend individualized education plan (IEP) meetings when requested by a parent/guardian.
- Submit quarterly reports, including a graph that displays targeted behavior, to the HSPP and upload the document to the state document library.
- Attend psychiatric appointments when needed.
- Maintain regular contact with the individual and revise the behavior support plan as needed.

- Comply with requests from the director and other management at Sweet Behavior for information to update personnel files as needed in a timely manner.
- File incident reports if suspected or substantiated abuse, neglect, or exploitation is occurring.
- Perform any other duties that are always in the best interest of your client at all times.
- Complete contact notes after each visit and send these along with billing twice monthly by no later than the due date decided upon by Sweet Behavior management.
- Ensure that all needed continuing education units (CEU) are received as needed to keep certification active.

#### Service Standards Outlined by the Division of Disability and Rehabilitative Services (DDRS)

- Services must address needs identified in the person-centered planning process and be outlined in the ISP.
- The behavior consult will observe the individual in his or her own milieu and develop a specific plan to address identified issues.
- The behavior consultant must assure that residential habilitation and supports direct service staff are aware of and are active individuals in the development and implementation of the behavior support plan. The behavior plan will meet the requirements stated in the DDRS' behavioral support plan policy.
- The behavior supports provider will comply with all specific standards in 460 Indiana Administrative Code (IAC).
- Any behavior supports techniques that limit the individual's human or civil rights must be approved by IST and the provider's human rights committee (HRC). No aversive techniques may be used. Chemical restraints and medications prescribed for use as needed (PRN) meant to retrain the individual shall be used with caution. The use of these medications must be approved by the IST and the appropriate HRC.
- The efficacy of the plan must be reviewed not less than quarterly and adjusted as necessary.
- The behavior specialist will provide a written report to pertinent parties at least quarterly. Pertinent parties include the individual, guardian, DDRS/BDDS service coordinator, waiver Case Manager, all service providers, and other involved entities.

#### Activities That Are Not Allowed per DDRS Policy

- Aversive techniques – any techniques not approved by the individual's person-centered planning team and the provider's HRC.
- Therapy services furnished to the participant within the educational/school setting or as a component of the participant's school day.
- Services furnished to a minor by parent(s), stepparent(s), or legal guardian.
- Services furnished to a participant by the participant's spouse.
- In the event that a Level 1 clinician performs Level 2 clinician activities, billing for Level 1 services is not allowed. In this situation, billing for Level 2 services only is allowed.
- Simultaneous receipt of facility-based support services or other Medicaid-billable services and intensive behavior supports.

#### Essential Job Functions

- Demonstrate an interest in and empathy towards individuals with developmental disabilities.
- Demonstrate patience and excellent interpersonal skills. Behavior consultants will not only work with clients, but also others involved with them. Therefore, they have to demonstrate a pleasant, professional demeanor in sometimes stressful and unpleasant situations.
- Ability to work effectively independently.
- Demonstrates self-motivation.
- Ability to work non-traditional hours. Behavior consultants set their own schedules to best serve the client, providers, and families.
- Possesses excellent written and verbal communication skills.

- Possesses expert word processing and editing abilities.
- Ability to train others in an effective manner.
- Successfully complete all required trainings by the agency, BQIS, CARF, and other regulatory agencies.
- Work in an environment that involves potential exposure to hazards or physical risks that require basic safety precautions.
- Have access to and the ability to operate a motor vehicle to provide transportation for clients. Motor vehicle must be in compliance with federal and state laws and all insurance, registration, and driver's license must be kept up to date.
- Have the desire to work in a non-traditional office setting. Around 90% of the work done by a behavior consultant is not done in an office setting, but rather in clients' homes, schools, sheltered workshops, day programs, and other community settings.
- Frequent driving. The distance is dependent upon the behavior consultant's caseload choice.
- Have a cellular phone and be prepared to answer emergency calls at times.
- Comply with all company policies and procedures.

Minimum Qualifications

- Either:
  - Have master's degree in:
    - Clinical psychology, counseling psychology, school psychology, or another applied health service area of psychology
    - Special education
    - Social work
    - Counseling
  - Have a master's degree in a human services field and be able to demonstrate to the Bureau of Developmental Disabilities (BDDS) behavior management committee that the individual has either coursework in or five (5) years worth of experience in devising, implementing, and monitoring behavior support plans
  - Be a licensed marriage and family therapist under Indiana Code 25-23.6
  - Be a licensed clinical social worker under Indiana Code 25-23.6
  - Be a licensed mental health counselor under Indiana Code 25-23.6
- Obtain annually at least ten (10) continuing education hours related to the practice of behavioral support from a Category 1 sponsor as provided by 868 Indiana Administrative Code 1.1-15 or as provided by BDDS' behavioral support curriculum list. In lieu of this requirement, one may be enrolled in an approved master's or doctoral program.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about my job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_