



## Role Description

Reviewed March 01, 2009

Reviewed November 01, 2009

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Reviewed December 01, 2012

Reviewed November 23, 2013

Reviewed November 22, 2014

Reviewed October 24, 2015

**Title:** Behavior Analyst I

**Department:** Behavioral Health Division

**Location:** Area

**Reports to:** Chief Executive Officer, Co-Chief Executive Officer

**Position Summary:** To achieve a home based life style and community integrated living environment based on values of individual self-worth, dignity, equality and respect for maximum participation in routine everyday activities, everyday experiences, community participation with supports as needed through behavioral interventions health services, community support activities and opportunities for community inclusion for adults with behavioral, mental health, emotional, and/or developmental disabilities who reside in a neighborhood, community residential settings under DHS, DDS or DCFS regulations and licensing rules in order to assure maximum normalized living, independence and self reliance.

To improve or assure consistency in behavior patterns and attained functional skills, and provide structured community, social and interpersonal experiences/activities in a normalized community based setting while meeting requirements and the guidelines of funding, monitoring and accrediting agencies. Works in conjunction with Director, Team Leaders, House managers, case managers(QIDPs) and DSPs.

To provide any necessary behavioral intervention and training services as outlined in the individual's IPP, ACR behavioral/mental health plan or as needed.

### **Duties:**

- ◆ Conduct clinical audits of the individual data collection system, charts and intervention programs



- ◆ Conduct training sessions with employees on planned interventions
- ◆ Write behavioral plans
- ◆ Provide oversight and monitor staff implementation of behavioral/mental health plans ensure that performance of assigned tasks, examining outcome against stated criteria and discussing outcomes using both formal and informal criteria in order to interpret results of task performance, assure proper implementation and to ensure that performance standards necessary to achieve objectives are met.
- ◆ Participate in the Behavior Management Committee
- ◆ Participate in the Human Rights Committee
- ◆ Participate in IPP
- ◆ Provides individual behavioral services to an individual in compliance with the behavioral plan or as needed. If an individual requires an increase in intensity of individual supports, adjustments will be made to see the individual as needed.
- ◆ Write monthly Behavior note, including behavior data summary for the case file.
- ◆ Determines and/or interprets work procedures (e.g., scheduling priority tasks) in order to promote efficient use of staff time, assure individual's programmatic and personal needs are met and to coordinate flow of work.
- ◆ Communicates with diagnostic, professional, residential and developmental training/education staff in order to assure concerted action across units.
- ◆ Examines and evaluates primary and collateral information (tracking sheets, goals, progress notes, Incident Reports, etc.) from staff, professionals and others to monitor case records in order to check presence, completeness and adherence to standards of entry.
- ◆ Participates in regularly scheduled staff meetings, using discretion as to subject matter, in order to coordinate behavioral delivery to individuals.
- ◆ Help train new staff or conducts in-services for current staff using necessary materials in accordance with Individual Advocacy Groups policies and procedures.
- ◆ Participates in/conducts/attends meetings of an informational or problem solving nature, e.g., IPP, parent/guardian meeting, diagnostic, intake/discharge, contributing appropriate input, in order to establish and maintain effective communication, to assure professional program planning and monitoring and to perform necessary organizational business.
- ◆ Writes/develops sequence of steps or procedures by which the individual may achieve specified result or outcome, adapting and modifying plan as changes in situations and/or individual require, in order to implement effective interventions/supports and to monitor progress.
- ◆ Writes/reviews/evaluates individual's program plan, referring to recommendations of both the individual, and the individual's previous performance and outcomes,



making adjustments and changes using discretion as to need in order to formulate individual program plan.

- ◆ Monitors/writes incident reports using staff and other source information, case records and knowledge of the situation, recommending and approving plans for resolution in order to compile required records and information for service planning.
- ◆ Reinforces proper behavior, language and social pattern etc., in order to improve or increase consistency of the independent functioning of the client.
- ◆ Exchanges with, receives from or provides to diagnostic staff, colleagues or supervisor information about client or client program in verbal or written format as required in order to maintain records, plan or implement services.
- ◆ Conducts initial and subsequent behavior analyses to formulate client objectives and evaluates client's performance on assigned objectives examining outcome against stated criteria, using rating scales, data tracking sheets, monthly progress notes, etc. in order to ensure planned outcomes, personal growth and improvement in specific skills.
- ◆ Completes required behavioral/clinical reports, forms, progress notes etc., and using performance records, tracking sheets, and established guidelines in order to maintain compliance with IPP/behavior plan, agency standards and state requirements.
- ◆ May act as liaison between IAG and hospitals
- ◆ Participate in psychiatric hospitalizations
- ◆ Write Behavioral/Mental Health Assessments
- ◆ Participate in intake meetings and write the intake behavior plans
- ◆ Participate in transition meetings for discharge or transfer of individuals outside of the agency
- ◆ Other duties as assigned

**Minimum Requirements:**

**Education/Experience:**

- ◆ Bachelors degree in human services related field
- ◆ 1 year minimum of directly related work experience, including practicums and internships
- ◆ Certified Behavior Analyst in compliance by State of Illinois Requirements



### **Skills/Knowledge:**

- ◆ Follows methods and procedures in development of and implementation of functional behavior analysis, behavioral plan development, implementation of behavior plans, data systems and analysis of data.
- ◆ Delivery of instructional, training and support services to Direct Service Staff for consistent implementation of Behavioral Systems.
- ◆ Knowledge of and implementation of each designated individuals' needs, goals, interventions and supports.
- ◆ Completion of required records keeping, reports and assignments.
- ◆ Quality of interactions with supervisor, staff, consumers and outside individuals.
- ◆ Efficient/cost effective use of time, materials and human resources.
- ◆ Quality of coordination of work and monitoring of work performance.
- ◆ Proficient in word processing, data base management, and spreadsheet, e.g., Word Access or Excel.
- ◆ Must possess strong interpersonal skills.
- ◆ Must possess a valid driver's license
- ◆ Must possess current vehicle insurance
- ◆ Must be over 25 to operate an agency vehicle.

### **Physical Demands:**

- ◆ May be required to frequently sit for extended periods.
- ◆ May be required to infrequently lift/move objects weighing up to 25 pounds.
- ◆ May be required to implement approved physical intervention techniques
- ◆ Must possess the ability to communicate effectively (verbally and in writing) with Agency supervisors, co-workers, benefit providers, and individuals.
- ◆ Must have visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.

### **Environment and Scheduling:**

- ◆ Work performed in residential, day program and community sites, and possibly vehicles used for transportation.
- ◆ May be required to meet with individuals and/or staff at any of the Agency's program sites, medical sites, offsite community activity locations and vocational sites.



- ◆ Duties may involve contact with individuals who may be hostile, dangerous, threatening, physically aggressive, and/or under the influence of medications, drugs or alcohol.
- ◆ Scheduled work hours are based on schedule for program and response to emergency situations.