

JOB DESCRIPTION

JOB TITLE: Behavior Support Coordinator

STATUS: Exempt

PAY GRADE: 9

REPORTS TO:

DATE: 07/2021

PHILOSOPHY OF SERVICES ACKNOWLEDGEMENT:

This job carries with it the obligation to fulfill Mosaic's mission of **relentlessly pursuing opportunities that empower people**. As One Mosaic, all staff members work together to provide the people Mosaic supports with a meaningful life in a caring community, ensuring they have a voice to share their needs and desires and to advocate for their rights. This job also carries the responsibility to be a good steward of our human and financial resources to create an environment committed to Mosaic's values of **belonging, connection, faithfulness and grit**. Staff members are also responsible for demonstrating Mosaic's 7 Essential Practices of Leadership as it applies to their position. A commitment to this philosophy of services should be demonstrated as job duties are performed.

JOB SUMMARY:

Coordinates the Behavior Management Programs ensuring compliance with regulatory requirements. Responsibilities include developing and implementing behavioral training programs, assessing individual behavior, training staff, providing crisis intervention and monitoring the progress of individuals served.

ESSENTIAL JOB FUNCTIONS:

- Develop and implement behavioral training programs designed to increase adaptive behaviors of individuals served and to modify maladaptive or problem behaviors, ensuring compliance with regulatory requirements
- Conduct ongoing behavior analysis through observations, review of data, and interviews. Recommend appropriate behavior intervention and support/consistency programs
- Develop and implement staff training programs in Mandt, positive behavioral interventions, and other areas related to behavioral training
- Maintain accurate records related to behavioral programs. Monitor progress of Behavior Intervention Programs and make revisions as needed
- Provide crisis intervention to individuals with behaviors jeopardizing safety of self or others
- Maintain contact with behavioral management team, including psychiatrists, psychologists, speech pathologists, etc., to monitor the development of

individuals served. Monitor effects of psychoactive medications on the health and behavior of individuals served

- Monitor quality of behavior management programs

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Company policies and procedures
- Knowledge of and ability to demonstrate Mosaic's 7 Essential Practices of Leadership
- Knowledge of Behavioral Intervention approaches and psychoactive medications
- Planning and organizational skills
- Problem-solving skills
- Effective organizational and time-management skills
- Skill in operating a personal computer and various software applications
- Skill in operating standard office equipment, including typewriters, telephones, copiers and FAX machines
- Skill in assessing the needs of individuals served
- Physically able to intervene in a crisis situation, and to teach physical intervention techniques to other staff

EDUCATION & EXPERIENCE:

Bachelor's Degree in Education, Psychology, or related field. One year of experience working with individuals with developmental disabilities in the area of intervention and support. Certification in CPR and first aid is required, as is a valid state driver's license. Must complete ongoing inservice training as mandated. Previous experience in designing and implementing positive behavior programs is preferred.

*****NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. From time to time other duties may be assigned.