



**Employee Name:** \_\_\_\_\_  
**Position Title:** Behavior Specialist  
**Department:** In School Mental Health, CSCT  
**Reports To:** School Based Services Supervisor(s)  
**Employment Status:** Full-time  
**Class Code:** 5012  
**Salary Grade:** 3  
**FLSA Status:** Non-Exempt (Hourly)  
**Prepared By:** HR Director / Executive Director CBS                      **Revision Date:** 03.29.21  
**Work Schedule:** Typically, Monday-Friday approximately 8:00 am – 5:00 pm while responsible to adjust and remain flexible to meet the needs of the agency, kids, and families. Will share after hours emergency on-call duties with co-workers as needed which will involve evenings, weekends, and holidays.

**Position Summary:** At Yellowstone Boys and Girls Ranch, we count on our Behavior Specialists to support a trauma-informed environment while being primarily responsible for social, emotional, and behavioral interventions for the youth they serve. They provide interventions in and out of the classroom, before and after school, within the youth's home, school, and community based on the needs of the youth and families driven by an individualized treatment plan. They serve as a positive role model and mentor to the youth they serve. A Behavior Specialist will have a heart and passion for working with youth who often come from hard places and have experienced complex trauma. The applicant must be mission and values-driven and possess a strong work ethic, reliability, and desire to be a positive role model in our youth and families' lives.

### **Required Skills and Qualifications**

1. Bachelor's Degree in Human Services, Social Work, or a related field
  1. In lieu of a bachelor's degree, a High School Diploma with two (2) years of professional experience providing direct services to emotionally disturbed youth will be considered.
2. Experience/Interest in working with youth with emotional and behavioral issues.
3. 21 years old or older
4. License to operate passenger vehicle and reliable means of transportation.
5. Knowledge of and ability to maintain professional therapeutic boundaries and confidentiality with youth and families.
6. Ability to relate and build rapport with youth therapeutically while serving as a positive role model for the youth.
7. Ability to work in cooperation and collaboration with the treatment team
8. Knowledge of behavior modification and age-appropriate child development
9. Good verbal and written communication skills

10. Display regular, predictable, and reliable attendance at work
11. Excellent active listening skills
12. Good computer skills
13. Demonstrate sound & ethical judgment and decision-making skills.
14. Willingness and ability to obtain certification in First Aid/CPR and Violence Intervention Prevention.
15. Criminal / Child Abuse Clearance: Must pass criminal record and child abuse registry background check as required by the State of Montana.

### **Preferred Qualifications**

1. Two (2) years of experience working with youth in a similar setting or environment.

### **Daily and Monthly Responsibilities:**

1. Provide direct, quality, clinically indicated behavioral intervention, support and re-direction to youth in their school/community/home settings.
2. Model and implement the YBGR Mission and Values through role modeling, relationship rapport, while giving hope to youth who have experienced trauma.
3. Provide input and collaborate with the Program Therapist and treatment team to create/update and implement treatment plans for all youth on caseload.
4. Collaborate with school personnel and other treatment providers.
5. Attend meetings, provide consultation to and advocate for youth with school, participate in Child Study Teams/Individualized Education Plan meetings, coordinate services with community agencies, and cooperate with other providers to meet youth and youth system needs.
6. Complete, submit, and verify accuracy of paperwork, including but not limited to progress notes, intake paperwork, etc., while maintaining Performance Quality Improvement (PQI) and financial viability of the program
7. Contribute to the agency's strategic goals and outcomes as measured by the development and achievement of individual, departmental, and organizational goals and outcomes. Participate in Performance Quality Improvement (PQI) goals of the organization both individually and as a team member.
8. Deal constructively and helpfully with all other members of the organization.
9. Fully support and model the mission and values of YBGR.
10. Adhere to all policies, systems, safety requirements, and procedures of the organization.
11. Take the initiative to identify problems and seek out solutions.
12. Be a professional representative of the organization to those outside it.
13. Participate and engage in monthly supervision/coaching meetings with the supervisor.
14. Be aware of the cultural and socioeconomic characteristics of persons served.
15. Participate in required training as appropriate to the position and beneficial to YBGR.
16. Other duties as assigned.

### **Physical/Environmental Demands & Requirements:**

1. Work environment: This position will generally work indoors in climate-controlled environment but occasionally will work in outdoor environment where they may not be protected from weather conditions.
2. Will occasionally be required to remain in a stationary position for an extended period of time while performing administrative duties.
3. Will frequently operate computer, keyboard, and other office equipment.

4. Consistently needs to move about inside building, outside to include uneven terrain, changes in elevation, and frequently change body position from and to standing, kneeling, sitting, and prone.
5. Occasionally will be required to assist in the physical restraint of a youth (50-300lbs) who is a safety risk to themselves or others.
6. The person in this position will constantly communicate with clients, their treatment team, and others. Must be able to communicate accurate information and accurately understand information communicated by those individuals.
7. Must be able to perceive, recognize, and observe client's behavior to include non-verbal cues expressed by the client.
8. Conditions can be high stress during de-escalation or restraint of physically out of control youth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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

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