



Job Description

Position Title:	Behavioral Health Professional
Department:	Children Supports
Reports To:	Children Supports Supervisor
Supervises:	N/A
FLSA Status:	Non-Exempt
Last Revised/ Approved:	January 2017

POSITION SUMMARY:

The Behavioral Health Professional is a direct care position that supervises and coordinates activities for children between the ages of 0 to 20-years-of-age, with developmental disabilities and functional limitations that are designed to assist clients in learning skills for Activities for Daily Living (ADL), social development, safety and independence in their homes and in the communities. Responsibilities include assisting clients with completion of various goals (social, domestic, behavioral, safety, etc.), providing safe interactions with the environment, and communicating techniques and teaching methods for parents/guardians to continue with clients' home care.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists each child in meeting his/her set long term goals, including social, domestic, behavioral and safety goals, according to the established Individual Treatment Plan.
2. Develops creative, alternative ways to accommodate clients' challenges while completing set objectives; providing training and supervision.
3. Works with others to set up and supervise a wide variety of client activities, onsite, at home and out in the community.
4. Protects the health, safety and wellbeing of the individual served, including but not limited to de-escalation techniques and/or administering physical restraints to protect themselves and others from harm.
5. Utilizes wheelchairs, lifts and other assistive devices to transfer clients to and from vehicles, following prescribed protocols.
6. Assists with personal care of the individuals in the program.
7. Supports clients with difficult behaviors and learning coping skills.
8. Works with parents/guardians to determine ways for them to continue with clients' care and achievement of goals at home.

9. Notifies supervisor of problems or issues that are not identified on the client's plan.
10. Completes accurate, objective and timely progress notes on client objectives and behavior, as well as accurate and timely incident reports, in accordance with applicable regulations; reviews and approves time records to certify accuracy.
11. Attends required training to maintain certifications, as well as other training as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties and tasks as assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of Central Aroostook Association.
2. Adhere to applicable State and Central Aroostook Association policies and regulations.
3. Work as a member of the Behavioral Health team in the performance of duties.
4. Work in harmonious relationships with all co-workers, management, clients and visitors.
5. Be an active and productive member of the community. As social roles can be life defining, it is imperative that the Association ensure that the social image of individuals be enhanced and that opportunities are created for people to be active and productive community members.
6. Maintain confidentiality by keeping information concerning clients, employees and the Association itself confidential.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to walk and stand; use hands to finger, handle or feel objects, tools or controls; and talk and hear. The employee is occasionally required to sit, taste or smell, climb or balance, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee will also need the strength and balance required to perform the activities associated with range of motion activities that are required as part of some individuals' programs.

These physical demands will vary depending on the program area.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in a variety of home and work settings, and may work near moving mechanical parts. The employee may occasionally work

in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. Exposure to clients who may exhibit verbal and physically aggressive behavior. Risk to exposure to blood-borne pathogens. Noise level can be loud. May be responsible for transporting individuals in their own vehicles.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Passing a background check
- At least one year of experience working with children who have developmental disabilities/ varying abilities and behaviors is preferred.
- Listening/comprehension skills, and ability to understand client needs and unidentified challenges.
- Client-Centered Focus: Conduct that demonstrates commitment to providing excellent service to recipients of services.
- Personal and Professional Conduct: Actions that characterize high ethical and moral standards and behavior towards others at work and that portray the organization in a positive and professional manner.
- Initiative/Creativity: Conduct demonstrating originality and imagination to identify new, efficient, useful methods or improvements to implement Association philosophy.
- Computer experience using Microsoft Windows and Microsoft Office software products required; ability to learn and effectively use other software programs as needed.
- Ability to pass all required trainings, specified by the program.

Education Requirements: The following education requirements are considered essential:

- High School Diploma or the equivalent.
- CERTIFICATES, LICENSES, REGISTRATIONS: (Required by Program)
 - CPR/First-Aid----within three months
 - Safety Care----within three months
 - Behavioral Health Professional (BHP) ----within one year
- Must maintain a valid State of Maine Driver’s License and be insurable by Central Aroostook Association’s insurance carrier.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date