



**STATE OF OREGON
Department of Human Services (DHS)
POSITION DESCRIPTION**

Position Revised Date:
12/09/13

BVS2

Agency: Department of Human Services

Division: DD/APD:
Stabilization and Crisis Unit (SACU)

New Revised

This position is:

- Classified**
- Unclassified**
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc – Confidential

SECTION 1. POSITION INFORMATION

- a. Classification Title: Behavior/Vocational Specialist 2
- b. Classification No: C6297 c. Effective Date: _____
- d. Position No: _____
- e. Working Title: Trainer / Behavior Specialist Representation Code: **AMG**
- f. Agency No: 10000
- g. Section Title: Stabilization and Crisis Unit (SACU)
- h. Employee Name: _____
- i. Work Location (City — County): _____
- j. Supervisor Name: _____
- k. Position: Permanent Temporary Limited Duration Work Out of Class (WOC)
 Full-Time Part-Time Lead Worker Job Share
- l. FLSA: Exempt If Exempt: Executive m. Eligible for Overtime: Yes
 Non-Exempt Professional No
 Administrative

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size and scope. Include relationship to agency mission.

The Department of Human Services brings together the State's principal human services agencies to serve the vision of safety, health and independence for all Oregonians. DHS has more than 8,000 employees in over 150 local and branch offices, providing direct services to more than 1 million Oregonians each year.

The DHS mission is *"To help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity."*

The department's goals are:

- People are safe and living as independently as possible.
- People are able to support themselves and their families through stable living wage employment.
- Children and youth are safe, well and connected to their families, communities and cultural identities.
- Choices made by seniors and people with disabilities about their own lives are honored.
- Partners, clients and stakeholders are actively engaged in a variety of collaborative and meaningful ways.
- Culturally specific and responsive services are provided by highly qualified and diverse staff.
- The department is committed to equal access, service excellence and equity for all Oregonians.

Because many clients have multiple needs, the department is integrating services, seeking to bring a broad range of supports within easy reach of each client or family. This approach, recognized as pioneering in the nation, requires close collaboration among staff within the department and with local governments, service providers and other partners.

DHS values integrity, stewardship, responsibility, respect, professionalism, innovation and service equity.

This position is located in DHS, **Stabilization and Crisis Unit (SACU)**. SACU provides 24-hour residential care and supervision to Oregon people with intellectually disabilities/developmental disabilities who represent the most risk to the public at large, their peers, or themselves. SACU provides residential care, which includes health and medical care, behavioral support, job and training support, personal care, education, recreation, psychological services and community integration. SACU is dedicated to providing the support necessary to maintain the quality of life, achieve the highest possible level of independence and promote social opportunities, which benefit the individuals and the community.

The program has 23 homes located in five Oregon counties supporting over 100 individuals in the program. Each individual residing in the program has an Individual Support Plan (ISP) that emphasizes community integration, independence, and productivity, has daily implementation goals, and is monitored by county case management.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement.

The primary purpose of this position is to ensure that the most effective behavior supports are identified and implemented in the Stabilization and Crisis Units (SACU) for those designated individuals while assuring the highest quality of life at home and in the community. This position will maintain open and effective communication with the treatment team, guardians/family, and outside consultants to ensure quality behavioral care for the individual. This position will train program staff so they are competent to adequately implement all behavioral supports identified for the individual within state regulations and agency policies. This position will create and maintain all behavioral support documents and record all treatment decisions within state regulations and agency policies.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

% of Time	N/R/NC	E/NE	DUTIES
65%	R	E	<p>Behavior Support Plan Development, Planning & implementation / <u>Behavior Support Plan</u></p> <p>Leads the team process of assessing the individual’s behavior support needs and developing the Blended Plan as part of the ISP planning process by following the sequence outlined below:</p>
	R	E	<p>Coordinates the process of identifying behavioral risk with relevant team members or outside consultants by completing the Risk Tracking Record.</p>
	R	E	<p>Creates the Blended Plan per state regulations and agency policies 30 calendar days prior to the annual ISP by:</p> <ul style="list-style-type: none"> • Conducting face-to-face interview with staff, guardians, family, outside consultants, and others who are important to the individual. • Consolidating interview information into one final document and making behavioral support recommendations.
	R	E	<ul style="list-style-type: none"> • Creates or revises the Blended Plan as needed and per state regulations and agency policies.
	R	E	<ul style="list-style-type: none"> • Ensures the Blended Plan is accurate and complete by: <ol style="list-style-type: none"> a) Addressing all supports. b) Including all behavioral protocols (e.g., transportation, community/house supervision, reinforcement, and others specific to the individual).
	R	E	<ul style="list-style-type: none"> • Presents the Blended plan to the team at the annual ISP, completes necessary revisions, and ensures team sign off on the final copy.
	R	E	<p><u>Program Planning / Implementation</u></p> <ul style="list-style-type: none"> • Participates in team meetings to develop plans, • Provide objective feedback to staff and team members • Participate at least annually and as changes occur in the Risk Tracking Record (RTR). Review to help identify an individual’s risks and to develop supports around those risks for the home, school, worksite, or while the individual is in the community.

			<ul style="list-style-type: none"> Observe and report barriers, situation(s), or event(s) that may impede an individual's progress.
	NC	E	<p><u>Treatment Planning</u></p> <p>Participates in meetings to develop plans and provides objective feedback to consulting psychologist, psychiatrists and other service providers.</p>
	NC	E	Assists with miscellaneous interviews and makes observations of interactions with staff, families, etc., as requested by the team.
	NC	E	Observes client behavior and staff implementation of the prescribed behavioral supports, draws conclusions and makes recommendations to the team, and conducts any necessary changes to the Blended Plan.
	NC	E	Provides one-on-one and group training of required documents.
	NC NC NC R R NC NC NC	E	<p><u>Training</u></p> <p>Trains and prepares staff on the following topics:</p> <p>Site specific new employee orientation / training of required documents.</p> <p>Core Competencies (immediate / 30 day / 90 day / transfer).</p> <p>Complete expanded and annual training (per guidelines).</p> <p>Complete and submit quarterly and annual training records.</p> <p>Monthly Oregon Intervention System (OIS) reviews for each employee.</p> <p>SACU and DHS policies and procedures.</p> <p>Other house specifics as assigned by Site Manager.</p>
	R	E	Attends in-services and classes as requested or scheduled.
	NC	E	<p><u>Timely completion of written documentation</u></p> <p>Sets up and maintains a system of documentation of staff training by following SACU staff training records policy.</p>
	NC	E	<p>Ensures prone / specialized restraint authorization is current by:</p> <ul style="list-style-type: none"> Maintaining a schedule of restraint authorization and preparing information to present to OIS Steering Committee a minimum of 30 days prior to expiration. Present information to OIS Steering Committee related to prone and specialized restraints. Assures team review of Emergency PPI's as needed.

	R		<ul style="list-style-type: none"> Maintains monthly calendar in Outlook. Include all requested information and share calendar with assigned work areas.
			<ul style="list-style-type: none"> Completes time capture (per payroll guidelines).
30%	NC	E	<p><u>Support for Individuals living in assigned home</u></p> <p>Make recommendations to the team for consultant services based on observations, behavior data, or other concerns.</p>
	NC	E	Participates in appointments with psychologists, psychiatrists, or other service providers as requested.
	NC	E	Completes documents required before and after psychiatric appointments.
	NC	E	Implement, monitor, analyze and summarize behavior data and information for each individual.
	NC	E	Prepares raw behavior data sheets to ensure they are current.
	NC	E	Ensure incentive programs are specific and available for staff use. Work with Site Manager and staff.
	NC	E	Review raw Data Sheets, T-Log Notes, and GERs. Provides review of all generated behavioral GER's.
	NC	E	Collect and summarize all behavior data for review.
	NC	E	<p>Complete Monthly Summary information:</p> <ul style="list-style-type: none"> Psychiatric/psychologist recommendation(s) for team review Psychotropic medication changes Lab work data Restraint usage summary including types of restraints, length, frequency, etc. Analysis and recommend possible changes to the plan. Follow up on assigned Action Plans.
	NC	E	Act as a role model for assigned individuals (appropriate dress, language, etc.).
5%	R	E	<p><u>Other duties as assigned</u></p> <p>Completes other duties as requested by Clinical Services Manager or Clinical Supports Coordinator (e.g. reports, peer review for QA purposes, projects, etc.).</p>
	R	E	Attend scheduled staff and home meetings as agreed upon with Site Manager.
	NC	E	Attend in-services and classes as requested or scheduled.

	R	E	Provide direct care staffing to individuals on an emergency basis.
	R	E	Arranges for coverage when taking extended vacation leave (week or more).

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Ability to lift up to 75 pounds. Frequent, daily squatting, bending, and stooping.
- Must be able to engage and maintain Oregon Intervention System (OIS) approved restraints for one (1) hour or less.
- Regular flexible schedule to include all three shifts for purposes of staff training, observation, support, etc.
- Exposure to a variety of work settings in the home, public schools and community.
- Occasional exposure to inclement weather.
- Work overtime as assigned to provide necessary staffing 7 days week/24 hours a day.
- Must possess a Valid Oregon Driver's License and maintain an acceptable driving record.
- Transport individuals via state van or car.
- Frequent contact with the public, employers, and other DHS personnel and occasional contact with individuals' families, guardians, and advocates
- Work with combative, unpredictable, argumentative, aggressive and developmentally disabled children or adults who may be a danger to themselves and others on a daily basis
- Professional work attire.
- Ability to prioritize and meet deadlines.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures:

- SACU Residential Policy and Procedure Manual
- Oregon Intervention System (OIS)
- CPR/1st Aide current certification procedures
- PL94.142 Educational Law for all developmentally disabled Persons between 18 and 21
- OAR (Chapter 411, Division 325) Comprehensive 24-hour Residential Services for Children and Adults with Intellectual or Developmental Disabilities
- OAR (Chapter 411, Division 323) Developmental Disability Certification and Endorsement
- DAS and DHS Rules, Policies and Procedures
- ADA Regulations
- AFSCME Collective Bargaining Agreement
- SACU Operational Guidelines
- Fire Marshall Regulations
- State and Federal Sanitation Requirements

- OSHA Regulations
- Fair Labor Standards Act (FLSA)
- Health Insurance Portability and Accountability Act (HIPPA)

b. How are these guidelines used?

These guidelines set standards of care, employment, training support, and treatment of individuals living in SOCP group homes that the employee must follow. They also provide criteria for employee conduct.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Who Contacted	How	Purpose	How Often?
Case Manager	In person/phone	Exchange information	As needed
Parent/Guardian	In person/phone	Exchange information	As needed
Public	In person/phone	Exchange information	As needed
Behavior Consultant	In person/phone	Exchange information	As needed
Consulting Physician	In person/phone	Exchange information	As needed
School Personnel	In person/phone	Exchange information	As needed

SECTION 7. POSITION-RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions:

In consultation with team, the person in this position makes decisions related to behavior treatment needs and individual and staff training needs. This position is responsible for helping to direct the implementation of ISP/BSP treatment strategies and makes situational decisions related to individual health and behavior that need immediate attention. These decisions affect individuals' quality of life and their independence, community integration, and productivity.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Classification Title	Position Number	How	How Often	Purpose of Review
PEM D (Clinical Services Manager)		Observation and Face to Face	On-going	To lend support for accomplishments and areas needing improvement. To ensure adherence to rules, policies,

				procedures.
PEM D (Clinical Services Manager)		Written Evaluation	Yearly	To outline work performance for the year.
PA2 (Clinical Supports Coordinator)		Observation	On-Going	To facilitate support for accomplishments and areas needing improvement. Provide coaching.

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares and signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification.

All positions in DHS require a Criminal Background Check and an Abuse/Neglect Check. Fingerprints may be required.

Because of the ongoing and changing needs of the individuals living in the home, it is expected that the person filling this position is flexible and able to change work areas/assignments as needed. This includes adjusting work schedule across all shifts as the staff training and supervision needs of the individuals change.

Must have a valid Oregon Driver's License and an acceptable driving record, the ability to lift 75 pounds, and the ability to pass Oregon Intervention System (OIS) training and CPR/First Aid Training.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Operating Area	Biennial Amount (\$00,000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee signature

Date

Supervisor signature

Date

Appointing Authority signature

Date

Updated December 9, 2013