

## **Job Description**

### **Senior Behavioral Consultant**

### **Behavioral Consultant**

*This job description is intended to follow the service description and provider requirements of the Missouri Department of Mental Health, Division of Developmental Disabilities. These service descriptions are unique to the service being provided. Where there is conflict between this job description and the DMH regulations, the regulations will prevail.*

The Senior Consultant / Consultant participates as a member of the individual's support team and works to improve the overall quality of life for the individual through development and implementation of positive, proactive, and preventative person-centered strategies and a modified environment/lifestyle for the individual. The Senior Consultant / Consultant identifies barriers to the individual's good quality of life and works to improve quality of life through proactive, preventative, and teaching-based strategies to increase desirable life skills while reducing problem situations. This is an hourly (non-exempt) position.

#### **Essential functions:**

- Evaluate the individual's setting through documentation review, including the Individual Plan (PCP, ISP), FBA, BSP, etc.
- Evaluate the individual's setting through observations and interactions with the individual and family/supports including, but not limited to, schedule/routines, typical day activities, and interactions with others.
- Recommend strategies including changing the environment, altering daily schedule, etc.
- Identify and teach skills that would help the individual have a better quality of life.
- Teach skills to promote more positive interactions between the individual and family/supports.
- Assist family/supports to teach skills to the individual, identify ways to proactively prevent problem situations, and assist the family/supports to develop a sustainable implementation plan and to ensure a consistent, high fidelity of implementation of strategies to support the individual. Strategies include, but are not limited to, development of daily schedule/routines, clarifying and establishing expectations or rules for the individual and family/support team, and development and facilitation of system to recognize and improve desirable behaviors.
- Provide direct services "in the field" including the individual's home, day program, and/or any community setting the individual would typically access. This may include transportation of individuals served in the consultant's personal vehicle.
- Produce written documentation regarding evaluation of the system to identify problem situations, strategies, and practices and relate these to the quality of life for the individual.

- Develop with the support team a summary of recommended strategies to address the identified problems and practices based on the evaluation.
- Train the individual and family/supports to implement the strategies with fidelity.
- Collect data to determine the effectiveness of the strategies that will assist the individual in achieving a good quality of life.
- Produce documentation of face-to-face consultation including date, location, start and stop time, and an accurate and complete description of the service provided per individual's service plan.
- Produce a monthly summary of the individual's overall status as well as progress towards their specific goals and objectives per their individual service plan.
- Produce a written document that is incorporated into the Individual Service Plan to ensure the implementation of new strategies with fidelity and consistency by the support team after consulting services are completed.
- Provide interpersonal counseling, as indicated by referral and if qualified per Missouri Department of Mental Health requirements.
- Assess the individual in multiple settings as part of the process of improving the individual's overall quality of life.
- Report as necessary to Director/Owner.

**Required knowledge, skills, and abilities:**

- A Bachelor's or a Master's degree in a social service field with specific state licensure is required, per Missouri Department of Mental Health requirements.
- At least 1 year of related experience is strongly preferred.
- An understanding of observation and data collection and reporting standards.
- A high level of self-motivation and ability to work with minimal direct supervision.
- A satisfactory record with Family Care Safety Registry of the Missouri Department of Health and Senior Services.
- Successful completion of all required trainings and maintenance of all necessary licensures and certifications.
- Appropriate, professional communication with individuals served, family/supports, community members, and others.
- Adherence to all agency policies and applicable state regulations, including but not limited to confidentiality and prevention of abuse and neglect.
- A valid, unexpired driver's license and current motor vehicle insurance.
- Proof of eligibility for employment in the United States (as documented on Form I-9).

**Physical demands and work environment:**

The physical demands and work environment described here are representative of those that must be met by an employee 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 this job, the employee is required to stand and walk; sit; use hands to finger, feel, or handle objects, tools, or controls; reach with hands



and arms; stoop, kneel, bend, or crouch; and talk and hear. The employee may be required to lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- While performing the duties of this job, the employee is generally indoors in an office, home, or community setting. The employee may be required to work outdoors if the individual's plan calls for an outdoor setting. The noise level is generally quiet to moderately loud.

I have read the above job description and I certify that I possess the required knowledge, skills, and abilities to perform the essential functions of the job. I also certify that I am capable of performing the essential functions of the job, with or without accommodation. I understand that all employees of Jeffery Janney, LLC dba Northland Social & Behavioral Supports (the Company) are employed on an at-will basis, meaning either I or the Company may end the work relationship at any time for any reason. I understand that neither this nor any other document creates an employment contract. I understand that this job description may change at any time based on business demands and other factors.

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Employee name (printed)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date