



BH/DS Behavior Specialist I #01940

City of Virginia Beach – Job Description

Date of Last Revision: 08-10-2017

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 19

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Assist with the planning, development, implementation and scheduling of direct services in a behavioral health (BH) or developmental services (DS) program; and provide assessment, goal development, instruction, supervision and support, including service coordination, to individuals with behavioral health challenges or intellectual disabilities.

Representative Work Functions and Responsibilities

Assist with service planning and implementing of skill building and support programs for individuals with behavioral health challenges or intellectual disabilities in community and program settings. May carry caseload of lower level cases under the direct supervision of a Clinician.

Provide services in accordance with the assessed needs of the clients outlined on the plans; routinely contact families and other providers of clients to coordinate support of the individuals to ensure the consistent implementation of a service plan; assist with providing individual and group training to improve skills; and review adequacy of chart documentation to ensure compliance with all applicable standards, coordinate health services as required and provide assistance in the self-administration of medications.

Work as a member of the treatment team to ensure the success of individuals in all community settings.

Complete client instructional data forms to comply with applicable standards; and observe all applicable regulations to ensure compliance with all health and safety standards.

Attend all scheduled clinical staffing, integrated treatment team meetings, and/or weekly planning sessions with supervisor to evaluate and revise training strategies or client treatment objectives to improve the independent functioning of clients as required.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described. Individual assignments will be determined by the supervisor based on current workloads and department needs.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Assist with the development of client service plans and training programs as assigned; monitor implementation of an individual service plan to ensure assessed needs in habilitation and health care are addressed; contribute to the development of program activities; participate in scheduled staff meetings; keep families/other professionals informed on consumer progress; and maintain accurate consumer records.

Minimum Qualifications

Requires a four (4) year degree in a human services field (such as psychology, sociology or special education) OR any combination of education (above the high school level) and/or experience equivalent to four (4) years in fields utilizing the required knowledge, skills, and abilities such as, developmental services, sociology, psychology, or special education.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Special Requirements

BEHAVIORAL HEALTH POSITIONS: May be required to meet QMHP-A (Qualified Mental Health Professional – Adult), QMHP-C (Qualified Mental Health Professional – Child), or QSACM (Qualified Substance Abuse Case Manager) requirements for some positions.

DEVELOPMENTAL SERVICES POSITIONS: May be required to qualify as QDDP or related designation as required by program.

ALL POSITIONS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of human behavior.
2. Knowledge of community resources.
3. Knowledge of medication assistance.
4. Knowledge of person center planning and services.
5. Knowledge of the principles and techniques of the treatment of individuals with behavioral health challenges or intellectual disabilities.
6. Knowledge of basic behavioral health and intellectual disability diagnoses and documentation practices.

B. Skills

1. Skill in written and oral communication.
2. Skill in understanding interviewing techniques.
3. Skill in recognizing and reporting client anomalies.
4. Skill in basic mathematics.
5. Skill in instructing others in basic living tasks e.g. meal preparation, personal hygiene, time management, using community resources, etc.

C. Abilities

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

1. Ability to express self clearly in writing and oral speech.
2. Ability to develop therapeutic relationship with clients.
3. Ability to understand and follow complex oral and written instructions.
4. Ability to make minor decisions in accordance with program directives.
5. Ability to handle stress.
6. Ability of computer operation and city standard software and electronic health record.
7. Ability to organize and prioritize own work tasks.
8. Ability to support individuals in crisis.
9. Ability to analyze reports and utilize relevant data to achieve and maintain compliance.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

May perform professional level work requiring the application of scientific, legal, medical, or managerial methods in the solution of medical, administrative, or legal problems; may apply extensive understanding of operating policies and procedures to solve complex problems; may require continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This position may risk exposure to communicable diseases including blood and airborne pathogens.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

This job requires normal visual acuity, and field of vision, hearing, and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.