

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
STATE OPERATED FACILITIES DIVISION  
STABILIZATION TRAINING ASSESSMENT RE-INTEGRATION (STAR)**

**DUTY STATEMENT**

**EMPLOYEE:****JOB TITLE: BEHAVIOR SPECIALIST I****POSITION #: 472-XXX-9823-XXX**

**POSITION DESCRIPTION:** The Behavior Specialist I (BS I) provides behavioral services to consumers following established standards and procedures of the STAR acute crisis homes and Crisis Assessment Stabilization Team (CAST) mobile crisis services under the clinical supervision of the Behavior Specialist II (BS II). The BS I will perform functional behavioral assessments; develop behavioral strategies in collaboration with providers and behavior specialists for prevention and intervention plans; on-site direct care, modeling, coaching, instruction, fidelity checks, and training with consumers and their caretakers/direct care staff in community settings, such as consumer's homes, hospital or psychiatric settings. The BS I must be competent in the areas of cultural sensitivity for the population being served, positive behavioral supports, trauma informed care, coaching skills training, person centered practices, and utilize less restrictive techniques to behavioral issues. The BS I will provide behavioral services to STAR residents as needed. The BS I actively participates as part of the Inter-Disciplinary Team (IDT) at weekly STAR meetings, monthly Needs and Services meetings, Psychotropic Drug Reviews, and CAST meetings. The BS I is a mandated reporter of observed or suspected abuse or neglect.

**SUPERVISION EXERCISED:** None**SUPERVISION RECEIVED:** Behavior Specialist II, STAR Program Director

**EXAMPLES OF DUTIES:** Must possess and maintain sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering his/her own health and well-being or that of fellow employees, individuals, or the public; May involve heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at, or above, shoulder level; includes bending and twisting. Includes sitting, standing, and walking most of the time, with, or working on, irregular surfaces; and periodically requires extraordinary physical activity. Must be able to lift 100 pounds with assistance. Must be able to complete all required training. Must perform and be competent in self-defense and hands-on intervention training, including two-person physical containment with resistive consumers up to 350 lbs. for up to 10 minutes; able to safely contain one limb of a combative consumer up to 5 minutes; push/pull/lift up to 50 lbs. (including laundry or medication carts); able to quickly respond to alarm within 200 feet (may occur several times daily) in interior of building; able to run 100 yards; able to assist a consumer to a standing position up to 350 lbs.; able to bend/squat up to 5 minutes.

Maintains a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all consumers. This essential function will be ongoing when performing the following duties:

**60% Provides services to STAR residents as assigned. Duties include:**

1. Attends Planning Conferences as clinically indicated.
2. Assists in monitoring and certifying STAR staff for Registered Behavior Technician (RBT) certificates, per Behavior Analyst Certification Board requirements.
3. Assists with the development of long-range goals, skill task, behavioral objectives and plans to enhance the individual's intellectual, emotional, and psycho/social needs.
4. Completing 30-day admission functional behavioral assessments, and positive behavioral support plans.
5. Assists the team in determining the appropriate data to collect and monitor and maintain these data collection systems for decision-making purposes.
6. Maintains long-term graphs for those receiving restrictive interventions.

**20% Performs as CAST member to meet needs of crisis referrals, including:**

1. Collaboration and coordination of STAR CAST with consumers, community providers/caretakers, and Regional Center representatives.
2. Reviews STAR CAST referral information in collaboration with CAST and completing assessments.
3. On-site (e.g., community homes, hospitals, psychiatric settings), video- conference, or telephone support assessment and support including:
  - a. Consultation on prevention plans, replacement skill trainings, intervention and behavioral emergency/crisis plans.
  - b. Assists families through the grieving process as needed.
  - c. Analysis of behavior, including a functional behavioral assessment or adaptive testing.
  - d. Development of a positive behavioral support plan.
4. Provides written and verbal recommendations, coaching and training to providers, Regional Center representatives, providers/caretakers, consumers.
5. Provides education and training to the client, family, direct care staff/caretakers, as indicated.
6. Documents services provided.
7. Assists CAST Team in monitoring consumers referred to CAST.

**10% Attends/participates in training. Responds to emergencies that involve the use of behavioral medical intervention. Work at various sites as needed to provide needed behavioral services. Works extended hours and or varying shifts.**

1. Obtains and maintains Registered Behavior Technician supervisor certificate, per Behavior Analyst Certification Board requirements.
2. Attends mandatory training, i.e., CPR, Emergency Response training, etc.

3. Provides training to staff/families to facilitate better understanding of behavioral factors relative to consumer needs such as: Behavioral Strategies, Social Skill Development, Anger Management, Development of insight to feeling/thoughts, and techniques for increasing adaptive behaviors.
4. Attends staff and facility meetings.
5. Is responsible for obtaining the required Continuing Education Units (CEUs) for license renewal.
6. Provides direction to on-site staff involved in behavioral emergencies regarding the application of approved behavioral intervention techniques that promotes safety for both consumer and staff.
7. May perform CPR and First Aid as needed.
8. Provides debriefing services following emergencies or other traumatic events as needed or requested.
9. May be reassigned to other residences, programs, or projects to meet legitimate operational needs.
10. May be required to work varying shifts as needed to provide behavioral services.

**10% Other duties including:**

1. May initiate, design, collaborate, and report on Applied Behavioral Analysis research or published research results.
2. May work with community groups, agencies, or facilities to develop supportive resources.
3. Participates in the STAR BCBA monthly meetings, committees, and other meetings.
4. May participate in interviews for selection of personnel.
5. Participates in the monthly drug review meetings for individuals receiving psychotropic medications.

**NOTE: Percentages may vary based on operational needs.**

**LICENSE, CERTIFICATION AND/OR TRAINING:** Must have completed all necessary coursework for a Board Certified Behavior Analyst (BCBA) certification and requiring supervision to obtain hours and completion of the BCBA exam. Must obtain a BCBA certification by the Behavior Analyst Certification Board within 2 years of employment.

Responsible for attending mandatory facility training. (i.e.: CPR-Behavioral Strategies Emergency response, etc.) and must successfully complete competency-based training Direct Support Professional I & II, or pass the challenge test, prior to or within one year of employment. Possess a valid driver's license and identification.

**WORKING CONDITIONS:** On-going interaction with consumers with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence and in community settings, such as consumer's homes, hospital, or psychiatric settings. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Must be able to travel to DDS locations throughout

California. This includes: three STAR locations (Tulare, Riverside and Solano County) and headquarters (Sacramento County). Travel may require over-night stays.

**DESIRABLE QUALIFICATIONS:** Demonstrate competence implementing behavioral programs.

\_\_\_\_\_  
Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
STATE OPERATED FACILITIES DIVISION  
STABILIZATION TRAINING ASSESSMENT RE-INTEGRATION (STAR)**

**DUTY STATEMENT**

**EMPLOYEE:**

**JOB TITLE:** BEHAVIOR SPECIALIST II

**POSITION #:** 472-XXX-9824-XXX

**POSITION DESCRIPTION:** The Behavior Specialist II (BS II) provides behavioral services to consumers following established standards and procedures of the STAR acute crisis homes and Crisis Assessment Stabilization Team (CAST) mobile crisis services. The BS II will perform functional behavioral assessments; develop behavioral strategies in collaboration with providers and Behavior Specialists for prevention and intervention plans; on-site direct care, modeling, coaching, instruction, fidelity checks, and training with consumers and their caretakers/direct care staff in community settings, such as consumer's homes, hospital or psychiatric settings. The BS II must be competent in the areas of cultural sensitivity for the population being served, positive behavioral supports, trauma informed care, coaching skills training, person centered practices, and utilize less restrictive techniques to behavioral issues. The BS II will provide behavioral services to STAR residents as needed. The BS II actively participates as part of the Inter-Disciplinary Team (IDT) at weekly STAR meetings, monthly Needs and Services meetings, Psychotropic Drug Reviews, and CAST meetings. The BS II is a mandated reporter of observed or suspected abuse or neglect.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** STAR Program Director.

**EXAMPLES OF DUTIES:** Must possess and maintain sufficient strength, agility, and endurance to perform during emergency situations, or during physically, mentally or emotionally stressful situations encountered on the job without endangering his/her own health and well-being or that of fellow employees, individuals, or the public; May involve heavy lifting over 25 pounds, often combined with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting and reaching at, or above, shoulder level; includes bending and twisting. Includes sitting, standing, and walking most of the time, with, or working on, irregular surfaces; and periodically requires extraordinary physical activity. Must be able to lift 100 pounds with assistance. Must be able to complete all required training. Must perform and be competent in self-defense and hands-on intervention training, including two-person physical containment with resistive consumers up to 350 lbs. for up to 10 minutes; able to safely contain one limb of a combative consumer up to 5 minutes; push/pull/lift up to 50 lbs. (including laundry or medication carts); able to quickly respond to alarm within 200 feet (may

occur several times daily) in interior of building; able to run 100 yards; able to assist a consumer to a standing position up to 350 lbs.; able to bend/squat up to 5 minutes.

Maintains a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality, and physical/emotional well-being of all consumers. This essential function will be ongoing when performing the following duties:

**60% Provides services to STAR residents, as assigned. Duties include:**

1. Attends Planning Conferences as clinically indicated.
2. Assists in monitoring and certifying STAR staff for Registered Behavior Technician (RBT) certificates, per Behavior Analyst Certification Board requirements.
3. Provides clinical supervision to STAR RBTs, per Behavior Analyst Certification Board requirements.
4. Assists with the development of long-range goals, skill task, behavioral objectives and plans to enhance the individual's intellectual, emotional, and psycho/social needs.
5. Completing 30-day admission functional behavioral assessments, and positive behavioral support plans.
6. Assists the team in determining the appropriate data to collect. Monitors and maintains these data collection systems for decision-making purposes.
7. Maintains long-term graphs for those receiving restrictive interventions.

**20% Performs as CAST member to meet needs of crisis referrals, including:**

1. Collaboration and coordination of STAR CAST with consumers, community providers/caretakers, and Regional Center representatives.
2. Reviews STAR CAST referral information in collaboration with CAST and completing assessments.
3. On-site (e.g., community homes, hospitals, psychiatric settings), video- conference, or telephone support assessment and support including:
  - a. Consultation on prevention plans, replacement skill trainings, intervention, and behavioral emergency/crisis plans.
  - b. Assists families through the grieving process as needed.
  - c. Analysis of behavior, including a functional behavioral assessment or adaptive testing.
  - d. Development of a positive behavioral support plan.
4. Provides written and verbal recommendations, coaching and training to providers, Regional Center representatives, providers/caretakers, and consumers.
5. Provides education and training to the client, family, direct care staff/caretakers, as indicated.
6. Documents services provided.
7. Assists CAST Team in monitoring consumers referred to CAST.

**10% Attends and participates in training. Responds to emergencies that involve the use of behavioral medical intervention. Works at various sites as needed to**

**provide needed behavioral services. Works extended hours and or varying shifts.**

1. Obtains and maintains RBT supervisor certificate, per Behavior Analyst Certification Board requirements.
2. Attends mandatory training, i.e., CPR, Emergency Response training, etc.
3. Provides training to staff and families to facilitate better understanding of behavioral factors relative to consumer needs such as: Behavioral Strategies, Social Skill Development, Anger Management, Development of insight to feeling/thoughts, and techniques for increasing adaptive behaviors.
4. Attends staff and facility meetings.
5. Is responsible for obtaining the required Continuing Education Units (CEUs) for license renewal.
6. Provides direction to on-site staff involved in behavioral emergencies regarding the application of approved behavioral intervention techniques that promotes safety for both consumer and staff.
7. May perform CPR and First Aid as needed.
8. Provides debriefing services following emergencies or other traumatic events as needed or requested.
9. May be reassigned to other residences, programs, or projects to meet legitimate operational needs.
10. May be required to work varying shifts as needed to provide behavioral services.

**10% Other duties including:**

1. May initiate, design, collaborate, and report on Applied Behavioral Analysis research or published research results.
2. May work with community groups, agencies, or facilities to develop supportive resources.
3. Participates in the STAR BCBA monthly meetings, committees, and other meetings.
4. May participate in interviews for selection of personnel.
5. Participates in the monthly drug review meetings for individuals receiving psychotropic medications.

**Note: Percentages may vary based on operational needs.**

**LICENSE, CERTIFICATION AND/OR TRAINING:** Current certification (or eligibility for certification) as an Associate Behavior Analyst by the National Behavior Analyst Certification Board. As a certified professional, you are required to maintain valid certification and are expected to comply with the rules of professional conduct within your certification at all times.

Responsible for attending mandatory facility training. (i.e.: CPR-Behavioral Strategies Emergency response, etc.) and must successfully complete competency-based training Direct Support Professional I & II, or pass the challenge test, prior to or within one year of employment. Must possess a valid driver's license and identification.

**WORKING CONDITIONS:** On-going interaction with consumers with developmental disabilities and severe psychiatric and behavioral conditions at STAR residence and in community settings,

such as consumer's homes, hospital, or psychiatric settings. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a clinical nursing environment. Must be able to travel to DDS locations throughout California, this includes: three STAR locations (Tulare, Riverside and Solano County) and headquarters (Sacramento County). Travel may require over-night stays.

**DESIRABLE QUALIFICATIONS:** Demonstrate competence implementing behavioral programs.

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.