JOB DESCRIPTION # 13.7

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Assistant Clinical Director/Senior Behavior Specialist

JOB CATEGORY: Educational/Residential Support Staff

REPORTS TO: Program Director or Area Director (all operational and performance); Clinical Director (clinical supervision, clinical policy, and standards of practice)

BASIC FUNCTIONS: Assistant Clinical Director (ACD) is a Senior Behavior Specialist who has additional tasks assisting the Clinical Director with clinical administrative tasks and service including oversight of assigned clinical systems, clinical supervision of other behavior specialists, staff development and training, and clinical review. In the function of behavior specialist, the ACD assists program staff in the assessment of behavior and functional skills and leads the design, implementation, and oversight of behavior interventions and direct instruction plans. The ACD consults with staff and on issues related to challenging behavior, teaching skills, and classroom management. The ACD designs and implements systems for capturing data and assessing progress. The ACD consults with parents as assigned, on issues related to skills development and behavior management in the home. Primary job assignment may be to the Devens Academy, SHCA Residences, or a combination across both settings.

QUALIFICATIONS:

- Education at the Master’s level in human behavior, psychology, behavior analysis, special education, or psychology.
- Board Certification in Applied Behavior Analysis (BCBA) by the Behavior Analyst Certification Board; or, eligible for board certification and able to acquire the certificate one-year from date of hire.
- Demonstrated experience and skill in special education or residential settings serving children with developmental disorders and severe special needs.
- Demonstrated experience in the assessment of behavior and functional skills and leads the design, implementation, and oversight of behavior interventions and direct instruction plans.
- Ability to communicate effectively verbally and in writing. Ability to adjust to different environments.
- Ability to interact effectively and professionally with special educators, colleagues, school district representatives, and parents.
- Ability to coordinate ad hoc systems meetings (program staff plus family, and/or other stakeholders and service providers as needed).
- Ability to oversee clinical-behavioral crises, coordinating specialty consults, overseeing documentation, debriefing, and closure of the incident.
- Demonstrated competency in clinical supervision and leadership.
- Ability to plan, prepare, and deliver clinical training to educators and/or residential DSP.

**SCHEDULE:** This is a full-year position with hours primarily from 8:00 AM to 4:00 PM for school-based job assignment, and primarily 9:00 AM to 5:00 PM for residential job assignment. All hours are as noted unless specifically arranged otherwise. Some flexibility in hours required in order to meet at times/locations where critical systems meetings must occur.

**RESPONSIBILITIES/OBJECTIVES:**
- Oversee implementation of SHCA clinical philosophy, standards, and procedures; take independent action to correct deviations and notify appropriate managers when these occur.
- Manage all facets of assigned program management tasks and projects which may include any of the following, or similar activities: coverage for program director or clinical director during absence, daily staffing reports and making assignments, contributing to personnel management under direction of program director of clinical director, etc.
- Manage all facets of assigned system-wide tasks and projects which may include any of the following, or similar activities: seclusion room data and documentation systems; restrictive intervention data and systems; clinical assessment systems and tools; monthly clinical review meetings, etc.
- Meet as needed and on a consistent and recurring basis with any assigned clinical supervisee; provide developmental supervision, clinical guidance and oversight to supervisee consistent with standards of practice.
- Develop and deliver staff training seminars as requested by immediate supervisor or Program Director.
- Conduct functional behavior assessment (FBA) as required by SHCA policy, regulation, and standards of practice. Provide written reports for FBA as required by SHCA policy, regulation, and standards of practice.
- Consult with direct support or educational staff and other staff on the assessment, design, implementation, and oversight of behavior interventions and direct instruction plans. Consult with staff and on issues related to challenging behavior, teaching skills, and classroom management as requested.
- Train educational or direct support staff in the implementation of behavioral interventions and direct instruction plans; provide direct observation and corrections to corruptions in intervention fidelity as needed. Assist with training staff in general milieu interventions, crisis management, and principles of direct support as needed.
• Designs and implement systems for capturing data and assessing progress; provide graphs or reports of progress as needed to assist with progress reporting requirements.
• Maintain confidential records, case notes, observation reports, data, progress reports, as required by SHCA policy, regulation, and standards of practice.

EXPECTATIONS:
• To carry out all responsibilities professionally and efficiently.
• To work in harmony and in support of the Seven Hills Foundation operating subsidiaries.
• To work in compliance with all Seven Hills Foundation and Seven Hills Clinical Associates policies and procedures.

STATUS: Exempt

STATE CONTRACT REFERENCE TITLE: XXXXXX

I have read and understand my job description.

_____________________________________________  __________________________
Employee                                           Date

_____________________________________________
Employee printed name

_____________________________________________  __________________________
Supervisor                                         Date

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