EMPLOYMENT OPPORTUNITY
FACT SHEET

POSITION: Head Start Behavior Intervention Specialist
LOCATION: Malvern Operations Office
HOURS: 8:00am - 4:30pm
FULL-TIME: X
VACANCY NOTICE: 07/10/20
APPLICATION DEADLINE: Open Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: $22.83

JOB DUTIES:

Serve as a member of the CADC EHS/HS/ABC School Readiness and Parent, Family, and Community Engagement Management Team in order to coordinate and plan for the program to provide a comprehensive and quality program for children and families.

Monitor the assigned content area(s) while informing and collaborating with the management, as well as collaborating with other Program Specialists and staff in order to ensure quality within program which includes but is not limited to: conducting site visits/classroom observations as assigned to ensure effective on-going monitoring; review/monitor reports from center staff; ensure the required data is maintained in order to complete final annual report; and monitor pertinent data base system(s) information to ensure accurate data is submitted by center staff as necessary.

Develop and implement behavior plans will closely collaborate with the Mental Health Program Specialist with guidance from the Assistant Program Manager-Director and the Program Manager-Director and other entities either internally or externally regarding all aspects of behavior guidance for staff, children and their families.

Works with individuals or groups in order to facilitate positive and healthy behavior using his or her primary expertise in education, psychology, counseling or other related field, and uses assessments to gather information to develop an appropriate intervention plan. Sets goals for behavioral changes, monitors the client, assesses progress and modifies behavioral plans if necessary. Assure accessibility of appropriate equipment, materials and needed services.

Assure an environment to foster the maximum development of each child's potential coordinating training and technical assistance to staff, parents, volunteers and others as it relates to mental health needs. Also assist with the development and monitoring the implementation of mental health activities within the classroom.

Serve as an advocate for children with special needs and their families and as a liaison to service providers, community resources, public schools and others as needed to ensure coordination, implementation, continuation, transition, etc. of services.

Knowledgeable of treatment strategies in the areas of child behavior management to assist classroom staff with recommendations for dealing with inappropriate behaviors and conducts and/or participates in mental training or consultation.

Must have the ability to work with families in a supportive manner throughout the referral and diagnostic process.

Monitor children's records to ensure that they are current and complete and also monitor staff to ensure they input health related data into the data base systems to ensure compliance.

Work with the school team to provide a comprehensive approach to behavior management that includes evaluation, data collection, interventions and regular monitoring.

In crisis situations, may also design a plan to address immediate dangers or threats, and may also provide referral to another expert if required.

Supports center staff, teachers and administration by reviewing/analyzing discipline data and recommending positive behavior supports and other alternative programs. Also, provide support to the Response to Intervention process for behavior by providing evidence-based strategies and interventions, attend LEA meetings for students who need behavioral support and more intensive intervention.

Analyzes behavior incident report data and lead the problem solving process and will provide professional development and training to center staff, teachers and administration in the area of behavior/classroom management and other behavior related topics.

EDUCATION REQUIREMENTS: Requires a Master's degree in learning and behavior analysis or a related mental health field, such as social work, marriage and family therapy or psychology.

EXPERIENCE NEEDED: Must have excellent computer and oral/written communication skills, the ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. This position requires travel to provide assistance over the agency’s 5-county service area and willing to attend individual or group training sessions on the local, state or national level.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 lbs. and occasionally up to 50 lbs.

“EQUAL OPPORTUNITY EMPLOYER”
Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-321-1121