

**Job Title:** Positive Behavioral Support Specialist 1

**Reports To/Team Leader:** Positive Behavioral Support Coordinator

**Revised:** 6/29/2022

**Summary:** Positive Behavioral Support staff provide the essential supports and instruction in self-help and awareness skills to participants with significant behavioral challenges who are living within Village Community Services' residential programs. This is a non-exempt position, requiring contribution to SEIU, Local 925.

Wage range: \$18.25 - \$22.00 per hour depending on education and experience.

**Qualifications, Education, Experience:** Support Staff must have a high school diploma or equivalent education. At least 1 year of experience working with individuals with disabilities who experience significant behavioral challenges, and must be able to implement and model best practices in positive behavior support. Upon hire, Support Staff must have a current Washington State driver's license with a good driving record, must pass a criminal background check and read, understand and agree to abide by Village Community Services' Policies and Procedures. Support Staff must have good communication skills and be able to work with our clients in a respectful and kind manner. Support Staff must be able to use good judgment, and be a positive role model and representative of Village Community Services.

**List of Training and Other Requirements to be completed after hire. VCS pays for all required training hours, fees, and certifications:**

- 5-hour DDA Safety Orientation
- 30-hour on-site training and peer coaching
- 40-hour CORE training
- 1<sup>st</sup> Aid/CPR renewed every two years
- Positive Behavioral Support
- Right Response
- Individual Instruction and Support Plan Development
- Blood borne pathogens annual recertification
- Driving record abstract
- Background clearance and fingerprinting
- Nurse Delegation after one year (unless site needs do not require additional delegation). NAR license obtained prior to Nurse Delegate core training and renewed yearly.

Community Protection training if working with Community Protection clients, optional for other staff.

12 CE (continuing education) credits yearly, after first year of employment.  
Signed policy 6.12 on file (mandatory reporting); renewed yearly.

**The East Stanwood site requires extraordinary Physical and Skill Qualifications not typically required at other VCS Residential sites.**

**Additional Physical Qualifications:** Evaluation of fitness will be based on set benchmarks as determined by a fitness testing provider:

- Meet all physical demands presented in the DSP and PBSS job descriptions, and:
- Ability to provide Right Response physical interventions including evasion and physical restraints
- Ability to sprint
- Ability to climb stairs and carry objects up and down stairs
- Ability to walk or bike for several miles at a brisk pace
- Ability to actively facilitate and/or participate in physical activities including walking, biking, hiking, swimming, gym activities etc.

**Additional Skill Qualifications:**

- Meet all skill qualifications presented in the DSP and PBSS job descriptions, and:
- Has shown the ability to create environments for clients that best support their needs,
- Has good understanding of the need/meaning of providing choice,
- Has demonstrated understanding of the benefits of keeping people active,
- Has shown the ability to follow PBS plans, document FAs, track use and effectiveness of psychoactive medications,
- Has shown the ability to work on a team, recognizing need for group effort to achieve client success over individual staff recognition

**Description of Essential Functions:**

- Assist the positive behavioral support coordinator and program manager in the writing, implementation, and documentation of positive behavioral support plans.
- Model positive behavioral support techniques, procedures, and documentation to co-workers.
- Assist with training of staff in PBS and the PBS plan.

- Provide support and instruction to clients as needed in daily living skills, meal preparation, leisure activities, shopping, medication, finances and personal budget, community and family interaction and support.
- Observe, document, report and support any changes in mental, physical or emotional behavior. Assure changes are reported to the Program Manager and Positive Behavioral Support Coordinator.
- Maintain good communication with participants. This requires the ability to read body language, assess moods and possible trouble areas, and has the skills to diffuse potentially unsafe situations.
- Safeguard confidentiality of participant records and information.
- Promote positive communication among team members, including participant and other service providers.
- Accompany participants and provide the support and training needed while shopping, at medical appointments, and leisure activities.
- Write incident reports and submit to the Program Manager.
- Ensure the participant's homes are clean and well maintained. When participants are unable or unwilling to clean, it then becomes the responsibility of the staff to ensure the task is done. The staff will assist or personally complete household/yard tasks to ensure good landlord relations.
- Work with each participant on their individual finances and monthly budgets.
- Teach home and community safety skills.
- Ensure all documentation is complete before leaving shift.
- Use the automated time and attendance system to clock in and out of work.
- Read and abide by the agency's policies and procedures and the WACS.
- Keep all licenses and certificates current.
- Respect diversity – participants and coworkers.
- Able to use good verbal, reading and writing skills and be able to communicate effectively with coworkers, the community and families,
- Drive agency vehicles to transport participants to work, health care appointments, leisure, and personal needs.

### **Physical Demands:**

- Work is primarily performed inside and frequently involves sitting, standing, walking and climbing stairs. It involves lifting furniture, groceries, etc up to 50 pounds (see extraordinary demands at the end of this section).
- Assisting with participant transfers from wheelchair to toilet, bed or vehicle.
- Frequent hand and finger use to manipulate office utensils, supplies, pens, paper, operate office machines such as computers, printers, telephone, copier, shredder, able to read the computer monitor and paperwork.
- General cleaning and upkeep of participant's homes and yards; this may include sweeping, dusting, mopping, cooking, laundry, weeding, raking leaves.

- Driving agency vehicles. This may include driving from the residential site to the main office, transporting participants to all appointments and functions, and attending trainings.
- Once trained in Right Response, the implementation of physical interventions in emergencies, to protect from imminent harm, or as delineated in the client’s Positive Behavioral Support Plan.

\* Lifting, carrying, transferring and yard work are not requirements for all residential sites.

**Additional Physical Demands:**

- Meet all physical demands presented in the DSP and PBSS job descriptions, and:
- Ability to provide Right Response physical interventions including evasion and physical restraints
- Ability to sprint
- Ability to climb stairs and carry objects up and down stairs
- Ability to walk or bike for several miles at a brisk pace
- Ability to actively facilitate and/or participate in physical activities including walking, biking, hiking, swimming, etc.

**PHYSICAL DEMANDS**

<b>Task</b>	<b>Frequency</b>	<b>Examples</b>
Visual acuity – near and far	C	Reading computer screens and written materials, driving, group presentations
Sitting	F	In office chair at desk, table or computer, driving
Repetitive finger, arm, and hand movement	F	Using computer keyboard and mouse, 10-key calculator
Climbing stairs	F	To/from 2 <sup>nd</sup> floor from/to ground floor in home. Assisting clients in the community.
Standing	F	Operating office machines, training seminars, events. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing.
Walking	F	To/from offices and sites within buildings and at events
Pushing/pulling	F	File drawers, desk drawers, printer/copier paper trays. Pushing wheel chairs. Assisting or teaching clients activities of daily living skills,

		such as cooking, cleaning, dressing.
Driving a car	F	To program and community sites, meetings, workshops, etc.
Twisting at waist	F	Moving between computer station and desk. Training/assisting clients with ADL tasks. Assisting clients with activities of daily living.
Kneeling/squatting	F	Retrieving items on floor and from low file drawers. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing, transferring from bed to chair or chair to toilet, etc.
Bending at waist	F	Picking items off table or shelf
Carrying	F	Brief case, portfolios, training materials, file boxes, supplies, books and folders. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, yard work, dressing, transferring from bed to chair or chair to toilet, etc.
Lifting	F	Presentation materials, file boxes, supplies, tables, chairs. Assisting or teaching clients activities of daily living skills, such as cooking, cleaning, dressing, transferring from bed to chair or chair to toilet, etc.
Reaching above shoulder	O	Retrieving/placing binders, books and supplies on a shelf. Assisting clients with activities of daily living, such as cleaning and putting belongings away.
Crawling	N/A	N/A
Physical Fitness	F	Ability to sprint, run, walk and bike for long distances at a brisk base on roads and hiking trails.

C	=	Constant (over 70% of the time)	S	=	Seldom (1-10% of the time)
F	=	Frequent (30-70% of the time)	N/A	=	Not Applicable
O	=	Occasional (10-30% of the time)			% denotes estimates

I have read this job description and had the opportunity to ask questions for further information or clarification. I'm aware of and agree to what is expected of me.

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Print name

Date

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Signature

Date