

**BENCO**  
**BEHAVIOR SPECIALIST/TRAINING COORDINATOR**  
**JOB DESCRIPTION**

**REQUIREMENTS**

**Education/Experience/Qualifications**

- Bachelor's degree in psychology, behavioral sciences or related field.
- Must have experience in conducting a functional assessment and writing positive behavior support plans.
- Minimum one year experience with mental health and behavioral challenges.
- Must have knowledge of the philosophy, services and techniques required to provide effective support and training to individuals and program staff.
- Must possess current OIS Instructor certification, ability to become an instructor in CPR/FA, Mandatory Reporting Abuse and Bloodborne Pathogens and other required training programs.
- Effective communication with individuals supported, management team, families, home and work staff, outside agencies, and other professionals.
- Must have the ability to form positive relationships and work collaboratively.
- Monitor agency compliance with regards to behavior-related responsibilities as outlined in the Oregon Administrative Rules.
- Knowledge and experience working with Word Processing and creating PowerPoint presentations.
- Must be able to pass a background check.
- Possess a valid driver's license with a clean driving record.
- Must provide a minimum of two work references.
- Must be available to work occasional evenings, weekends and holidays.
- Must maintain a working telephone and an acceptable means to leave a message.
- Must be willing to work Direct Care to maintain familiarity with program residents and help programs as needed.

**TRAINING**

- Complete pre-service hiring orientation.
- Successfully complete skills class training within 30 days of hire date.
- Successfully complete Core Competency training within 30 days of hire date.
- Successfully complete the iLearn online course within 30 days of hire date.
- Successfully complete and maintain CPR/First Aid training within 30 days of hire date or show proof of current cards at time of hire.
- Successfully complete and maintain CPR/First Aid Trainer Certification within 3 months of hire date.
- Successfully complete and maintain OIS Instructor Certification.
- Participate in 40 hours of in-house training and 20 hours of outside training within the first year.
  - A. In-house training is to include at least 2 shifts working with residents and a minimum of 10 hours program specific training.
  - B. Outside training: training that is not directly provided by Benco
- Participate in a minimum of 20 hours of in-service training annually thereafter.

**RESPONSIBLE TO:**

The Behavior Specialist/Training Coordinator is responsible to the Residential Director's/Executive Director.

**DUTIES:** The following duties will be done in a team oriented fashion with the Program Coordinator, and/or Assistant Program Coordinator and Direct Care staff involved as needed.

- Facilitate, collect and review functional assessment data
- Work with the Program Coordinator to write and update Behavior Support Plans every year.
- Ensure behavior data is being documented and followed up on properly.
- Summarize behavior data and report to ISP team as indicated.
- Ensure Behavior Support Plan reviews are done and updates made.
- Review/respond to behavior related GER's as indicated.
- Attend mental health appointments with resident(s), Program Coordinator and/or staff.
- Ensure balancing tests are completed as needed.
- Ensure explanations are in place of what the behavior looks like for all behaviors requiring balancing tests.
- Visit program resident(s) on a routine basis to ensure a working knowledge of programs.
- Work with Residential Directors and Executive Director to make sure someone is available to assist in a crisis on weekends and holidays.
- Teach CPR/First Aid classes as needed.
- Teach OIS classes as needed.
- Ensure that OIS practices are being done as needed.
- Produce updated training record monthly.
- Ensure staff training requirements are being met.
- Work with Personnel Director to ensure Core Competency requirements are completed.
- Work with Administrative Assistant in assisting with Pre-Service hiring orientation.
- Ensure that program specific training checklists are completed (with PC).
- Provide in-service training on specific topics as needed (or arrange).
- Coordinate skills class, teach, and develop curriculum.
- Coordinate Welcome to My World classes, teach, and develop curriculum.
- Train and supervise sub trainer as needed.
- Participate in ISP meetings as needed.
- Attend staff meetings.
- All other duties as assigned by the Executive Director.