



Job Title: Direct Support Professional II/Registered Behavior Technician (DSP-II/RBT)

Program: Residential Services

Reporting Location: IRA

Reports to: IRA Coordinator

FLSA Status: Non-exempt

GENERAL PURPOSE OF JOB

The DSP-II/RBT is responsible for ensuring that services are provided within the standards established by the department and the agency, and act as Supervisor on the shift. You must have an understanding of, commitment to, and respect for the people being served, their family members and the agency's mission. You are responsible to ensure that the services provided are geared to promote personal growth, skill acquisition, and community inclusion. These services must be meaningful to the individuals served and encourage and respect their choices. Hours are variable based on the needs of the person receiving services; some overtime and shift coverage is necessary. In this position, you are a mandated reporter and will follow agency policy and state regulation when witnessing or suspecting abuse or neglect of people in your care.

ESSENTIAL DUTIES AND RESPONSIBILITIES (DSP-II)-

- Conducts him or herself in a professional manner at all times.
- Understands and have knowledge of DSP I job description and expected duties.
- Functions as shift in-charge on assigned days. Assigns individuals to specific staff as well as chores, outings and other related duties.
- Maintains med certification and dispenses medication as needed.
- Addresses all crisis situations, medical emergencies, and staff coverage issues, including contacting on call staff, in accordance with program practices.
- Ensures that the residence is maintained with a high level of cleanliness and respect for the individuals who reside there.
- Assist in the orientation of new staff and provides feed back to the residence manager with regard to staff evaluation.
- Ensures that data (behavior and res hab) is charted at the end of the shift.
- Makes sure all Res Hab staff actions are completed, including community inclusion, for the individuals assigned to them, as well as for those assisted by other staff.
- Each In-Charge will be required to satisfactorily complete a standard in-service training prior to beginning work.

ESSENTIAL DUTIES AND RESPONSIBILITIES (RBT)-

- Trains staff on Behavior Support Plans as needed (after annual training by the Behavior Intervention Specialist assigned to the IRA).
- Prepares graphs of behavior data for nursing/psych appointments and ISP Meetings.
- Presenting behavior data at ISP Meetings with house BIS is unavailable.
- Collaborates with residential BIS to develop behavior interventions and reports progress as requested by BIS.
- Collects data for the BIS to use in functional, skill, and preference assessments.
- Models and teaches skills identified in Behavior Support Plans and Prosocial Behavior Support Plans.
- Complies with agency policy, state laws and regulations, and the ethical code of the BACB.
- Performs any other work-related duties as requested by management.

DRESS CODE

All Direct Support Professionals (DSPs) are expected to wear sturdy, closed-toe footwear that enables them to have good traction and balance. DSPs are expected to avoid clothing that is excessively tight, short or revealing. No part of under garments should be visible outside clothing. Shirts and tops should cover the entire torso. Hats/hoods and sunglasses will be removed while indoors.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform any other tasks/duties deemed necessary by the supervisor. This position may be required to work beyond scheduled hours, as assigned, to ensure adequate staff coverage. Staff will from time to time will be mandated to work to ensure coverage.

SUPERVISORY RESPONSIBILITIES

Assists Ira Coordinator as requested with any supervisory duties.

EDUCATION AND/OR EXPERIENCE

- High School Diploma/GED required and some college experience. Associate degree preferred.
- Two years of work in the field of DD, DSP I with one year in a supervisory capacity or three years of work in a related field.

SKILLS

Language Skills: The employee must have the ability to read, comprehend, and write simple instructions, short correspondence/memos. Have the ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Have the ability to add, subtract, multiply and divide 2-3-digit numbers using units of United States’ currency, weight, volume and distance measurements.

Reasoning Skills: Have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Have the ability to problem-solve involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid NYS driver license with driving record that meets In Flight, Inc. insurer’s standards is required.
- The employee is required to successfully complete several agency trainings, including but not limited to crisis intervention and prevention training, Medication Administration, PR/First Aid, Driver Certification and Behavior Management. Upon hire and as required through certification standards.
- Obtains and maintains Registered Behavior Technician credentialing through the Behavior Analysis Certification Board.
- Successful completion of the NYS DSP Competencies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to stand, walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl. The employee must be able to lift up to 50lbs.

CONDITIONS OF EMPLOYMENT

Conditions of Employment: The employee agrees to comply with the Corporate Compliance Policy and all laws, rules, regulations and standards of conduct relating to the position. All staff must pass all NYS Justice Center Background Check Requirements, Drug Test and Physical. In addition, the employee has a duty to report any suspected violations of the law (including any motor vehicle infractions) to the Human Resources Director.

EMPLOYEE RECEIPT/ACKNOWLEDGEMENT

I, _____ acknowledge that I have reviewed this job description and
Print Name

understand the expectations and responsibilities of this position. I acknowledge that the job description is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally, I acknowledge that management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: in times of emergencies, changes in personnel, workload and/or technical development.

Signature

Date