



Southern Tier Independence Center

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Position Title	Behavioral Support Specialist	HR USE ONLY	
Date Issued	9/2024	Hour Per Week/ Status	35 hours/week, Full-Time
Date Revised	2/2025	Hourly Rate	\$20.00/hour Non-exempt
Reports to	Director of Behavior & Counseling Services	FSLA Status	
Department	Behavior & Counseling Services	Location	Broome

Summary

The Behavior Support Specialist provides individualized behavioral support to children and adults with developmental disabilities participating in Family Support Services (FSS) and Community Habilitation (CH) programs. This role is responsible for conducting functional behavior assessments, designing and implementing person-centered behavior support plans, and training Direct Support Professionals (DSPs) in effective, evidence-based strategies.

Education and Experience

- Master's Degree in Special Education, Psychology, Social Work, or related field and at least three years of experience working with children with disabilities or an equivalent combination of education and experience.
- Experience conducting functional behavioral assessments and training in behavior support or behavioral interventions.

Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Experience developing and implementing behavioral support plans.
3. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
4. Ability to communicate effectively, both verbally and in writing.
5. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
6. Knowledge of ethical and professional responsibilities and boundaries.
7. Excellent attention to detail and organizational skills.
8. Ability to multi-task and work effectively in both a team and individual setting.
9. Capacity to work in various settings, including school/home visits, and community-based locations.
10. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks. Accommodations may be provided for employees who provide travel training on public transportation or telehealth.

Essential Job Functions

1. Comply with all STIC policies and procedures, OPWDD requirements, and applicable state and federal laws and regulations.

2. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
3. Evaluate existing skills and behaviors of children and adults with various disabilities.
4. Conduct functional behavioral assessments across a variety of community settings (including home and school) using a person-centered approach.
5. Train Direct Support Professionals (DSPs) to implement Behavior Support Plans, behavior strategies and/or safety plans.
6. Evaluate and monitor progress and modify services, as needed.
7. Meet with individuals/families as needed to discuss progress, concerns, and future goals.
8. Maintain prompt, reliable communication with individuals receiving services, supervisor, Care Managers, external departments, and other members of the person's care team.
9. Attend team meetings such as Life Plan meetings, CSE meetings, etc as needed to support the individual.
10. Maintain required documentation of services, collect statistical and other data, prepare reports and submit in a timely manner.
11. Develop written positive behavioral support tools, materials, and/or resources, that the family and support staff can implement, which will increase the consumer's independence, integration/inclusion in schools, in their home, and/or the community.
12. Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding
- Extensive travel within a three-county service area (Broome, Chenango, Tioga).
- Work a flexible schedule that occasionally includes early mornings, evenings, and weekends.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____