

The Institute for Behavior Change, Inc.

Steven A. Kossor, Executive Director

Federal EIN: 23-2935316

120 E. Uwchlan Avenue Suite 202 Exton, PA 19341-1275 Phone: 610.524.8701 Fax: 610.524.8705

There are no obstacles, only hurdles of varying heights. None is so great that it can not be overcome, gotten around or gone under. Even mountains disintegrate with time.

Page 1 of 2

Job Description: THERAPEUTIC STAFF SUPPORT (TSS) (Provider #: 07)

The Therapeutic Staff Support (TSS) provider gives one-to-one attention in compliance with a behavioral treatment plan to severely emotionally disturbed children or adolescents who may attempt to bite, kick, scratch, punch or otherwise assault the TSS provider during the performance of their duties. The main goals of the TSS provider are to follow the treatment plan, help the child/adolescent eliminate inappropriate behavior, provide emotional support to the child, and assist those responsible for the child in fostering greater independence and socially responsible behavior. The TSS provider will stand or sit for extended periods of time in the vicinity of an assigned child and will encourage the child's social integration and participation in group or other assigned activities. He or she will use behavioral rewards and contingent consequences to achieve the goals specified in the Treatment Plan and will legibly and contemporaneously record, in English, data regarding the behavior and progress of the child, the involvement of the child's caretakers, and report unusual incidents as required by relevant laws, policies and procedures. TSS providers are expected to:

- **Follow the Treatment Plan.** Encourage the child to develop and take part in activities. Encourage the child to tell you what activities he/she would like to do. Help to make the activities structured and interesting to the child. Help the child develop age appropriate anger and frustration management skills. Help to increase the child's attention span, planning and organization ability. Encourage the child to interact and participate actively and appropriately with peers and family members. The TSS provider may be required to run for an extended period of time in pursuit of a child who has left an assigned area and dresses appropriately to facilitate this running as necessary.
- **Follow the Treatment Plan.** Encourage the child to eliminate disruptive or dangerous behavior. The child might be making inappropriate noises or hitting another child and the TSS provides appropriate (minimally restrictive) prompts and ongoing emotional support to help the child change this behavior. The TSS provider cannot ever lift and/or carry a child.
- **Follow the Treatment Plan.** Always use positive behavior reinforcement! Rather than yelling at a child, use redirection to get him/her focused on a constructive activity. Give the child an immediate *therapeutic* response that effectively redirects maladaptive behavior, and offers suggestions for alternative behavior. The use of physical intervention in emergency situations is permissible only if the situation requires this action to preserve the health or safety of the child. Physical restraint of the child (holding to prevent movement) is not permitted under any circumstances.
- **Receive training and supervision.** TSS providers meet with an assigned supervisor at least once weekly for the required amount of time (30 minutes if their work will involve less than 20 hours per week in the coming week; 60 minutes if 20 or more hours of work is anticipated), primarily face-to-face, and document this as required in order to be eligible to be paid above the established Minimum Wage for services rendered in the subsequent week. TSS providers receive required training: 15 hours prior to employment, 24 hours within the first six months of employment, and 20 hours annually thereafter (the latter includes required training content to be identified by employer, but may include credit for classes taken at the college or graduate school level).

As a TSS provider, you agree to the preceding standards of behavior, agree to follow the treatment plan and to abide by the principles, policies and other guidelines provided by your supervisor and those published from time to time by The Institute for Behavior Change, the Pennsylvania Department of Public Welfare and the Child and Adolescent Service System Program (CASSP). Compliance with the preceding requirements is a prerequisite for continued employment.

Minimum Staff Qualifications for a TSS at the Institute for Behavior Change

- A Bachelors degree in psychology, sociology, education or another human-service field with clinical coursework (abnormal psychology, child psychology, neurology, psychopharmacology, learning & motivation, behavior modification, psychotherapy techniques, applied behavior analysis) not including statistics, experimental psychology or “history & systems” courses.

OR

- A Bachelors degree in some other field, **AND** one year of experience working with children in a paid position within a CASSP setting

AND

- Must be supervised by a Masters-level mental health professional.
- Clearance via *FBI* as well as clear *Child Abuse* and *Criminal Background* checks.
- Additional qualifications as specified from time to time by regulatory agencies or employer.

Not Responsibilities of a TSS

- Babysitting or housework
- Working without input from family, school, and other inter-agency team members
- Substitute duties that should be performed by someone else such as guardian or teacher.
- Administering medication
- Providing service in a mental health facility
- Providing testimony in court that requires clinical judgement

Agreed to and Accepted:

_____ *Seal*
Therapeutic Staff Support provider

Date

_____ *Seal*
Executive Director

Date