

**Job Description: BEHAVIOR CONSULTANT (BC) – Licensed or Unlicensed**

**Three fundamental areas of compliance required of all BC service providers employed by IBC.**

- The BC complies with the standards published in the Magellan *Treatment Record Review Tool* regarding the creation and maintenance of all assigned client treatment records.
- The BC complies with the standards published by the Pennsylvania Department of Human Services for the delivery of Intensive Behavioral Health Services (IBHS) to all assigned clients, including receipt and delivery of required supervision, and the creation and maintenance of all required records.
- As an employee of the Institute for Behavior Change, the BC complies with the standards published by the Network for Behavior Change in the Compliance Plan which applies to all employees of the Institute for Behavior Change (IBC).

The BC is the “lead clinician” in the case of most children treated by staff of the Institute for Behavior Change and is the primary point of contact between the family of the client, the school or daycare center, and IBC. The BC creates and oversees the implementation of the Individual Treatment Plan (ITP) created for each child with a mental illness diagnosis. The BC conscientiously strives to help the child achieve the goals specified in their ITP and records (in English, legibly and contemporaneously), data regarding the behavior and progress of the child, the involvement of the child's caretakers, and reports unusual incidents as required by relevant laws, policies, and procedures. The BC never lifts, carries or restrains (holding to prevent movement) the child for any reason. The BC may be required to run for an extended period of time in pursuit of a child who has left an assigned area. The BC dresses appropriately to present a professional appearance that also facilitates engagement with children as necessary.

**Authors the child's Individual Treatment Plan.**

- The BC possesses *extremely* well-developed oral and written communication skills in English (including excellent computer skills), and works at home, and in the child's home, school, or community. The BC collects input from the child, parent/guardian(s), school staff, the Mobile Therapist, Behavioral Health Technician, and others to create a “packet” of documents that identifies the primary problems to be addressed, who is to address them, how they are to be addressed, how progress is to be measured, and the time frame within which treatment is to occur.
- The BC creates the Individual Treatment Plan (ITP) in collaboration with the child, parent/guardian(s), school staff, other caregivers, the Mobile Therapist, and the Behavioral Health Technician, who are known collectively as the “Interagency Service Planning Team” (ISPT).
- The BC notifies IBC Administration of any factor which may prevent the successful and safe implementation of a child's treatment. The BC will ensure that all “packets” are submitted to IBC on time and in accordance with IBC policies and procedures. The BC will provide advanced notice to IBC Administration if there is a chance the “packet” will not be submitted in a timely manner in order to create a plan of action to protect the child's treatment progress.

### **Supervises the child's treatment program.**

- The BC leads, records the attendance and takes minutes of any ISPT meetings.
- The BC monitors the implementation of the ITP and collects **weekly parental assessments of the child's treatment progress** in accordance with IBC policies and procedures.
- The BC remains in communication with the child and the child's family concerning their needs, expectations, and treatment progress in accordance with IBC policies and procedures.
- The BC collaborates with the other members of the ISPT and consults the Managed Care Organization responsible for funding the child's IBHS program as necessary on an ongoing basis.

### **Assembles the Written Order, Assessment and Treatment Authorization Request packets.**

- The BC completes all necessary electronic editing of documents efficiently and accurately (attending to grammar, punctuation, form and editing expectations), in order to assemble the Written Order and Assessment documents, and each Authorization request packet within prescribed time limits.
- The BC assures that all necessary handwritten documents are properly completed and all documents requiring signatures contain all necessary signatures in the manner required by any regulations.
- Any "phone" signatures are replaced by handwritten ink signatures within 30 days.
- The BC collects all packet documents promptly upon completion of the ISPT meeting and delivers these documents to the IBC office in accordance with IBC Policies and Procedures.

### **Maintains Clinical Records**

- The BC reviews clinical records for completion and accuracy and amends records as necessary.
- The BC files, maintains, and archives their assigned client's clinical records in accordance with IBC policy and procedure, including appearance and timeliness.
- The BC provides feedback to IBC administration if errors are discovered in their own or other BC providers' files, and assures the correction of the clinical records of all of their assigned clients.

### **Monitors Treatment Progress**

- The BC completes the Behavior Record Form and Behavior Record Graph weekly throughout the treatment period and records progress using Excel spreadsheets as required by IBC policy.
- The BC updates the treatment goals and methods for delivery of treatment interventions based on the treatment outcome data on an ongoing basis.

### **Provides Qualified Services**

- The BC maintains compliance with all regulations governing credentials, supervision, and training and renews all clearances, training or other credentials promptly as they are approaching expiration.
- The BC provides Individual Services to any client for whom this level of treatment is prescribed.
- The BC provides ABA services to any child who **is not** diagnosed with an Autism Spectrum Disorder (ASD) for whom this level of treatment is prescribed.
- The BC provides services to any child who **is** diagnosed with an Autism Spectrum Disorder (ASD) only if the BC is a **licensed** behavior specialist (or as specifically instructed by IBC administration).
- The BC provides Mobile Therapy services to assigned clients as prescribed and scheduled.

### **Provides Exceptional Customer Service**

- The BC *personally* introduces the child and his/her family to each and every IBC employee who is assigned to the case.
- The BC should be in contact with all members of the ISPT during the treatment period.
- The BC collects **weekly** parent assessment of progress data from the child's parent/guardian.
- The BC assures that weekly supervision is delivered to every BHT on any of their assigned cases.

### **Behaves in a Professional, Ethical, and Fiscally Responsible Manner**

- The BC delivers treatment services as prescribed, authorized and scheduled and recommends amendments to the Treatment Plan to accommodate changes in the child's needs as necessary throughout the treatment delivery process.
- The BC attends all company meetings and trainings to which they have been invited.
- The BC responds to telephone, email or text message communication from co-workers and IBC administration in a professional manner within 30 minutes of the communication delivery whenever possible, but within 24 hours in all cases.
- The BC provides advanced notice if they expect to be unavailable for scheduled meetings.

### **Minimum Staff Qualifications for a Behavior Consultant delivering Individual Services**

Must meet **one** of the following:

- 1) Be licensed in Pennsylvania as a Behavior Specialist or
- 2) Be a BCBA (or equivalent) or
- 3) Have a graduate degree in ABA or
- 4) Have a minimum of 1 year of full-time experience in providing mental health direct services to children, youth, or young adults AND a graduate degree in psychology, social work, education, or counseling or
- 5) Completed a clinical or mental health direct service practicum AND have a graduate degree in psychology, social work, education, counseling, or a related field.

AND

- 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.

### **Minimum Staff Qualifications for a Behavior Consultant delivering ABA Services**

Must meet the above qualifications AND one of the following:

- 1) Be licensed in PA as a psychologist, professional counselor, marriage and family therapist, clinical social worker, social worker, behavior specialist, or other professional with a scope of practice that includes overseeing the provision of ABA services AND have one of the following:
  - a. A BCaBA or
  - b. Minimum of 1 year of full-time experience providing ABA services and minimum of 12 credits in ABA or

- c. A minimum of 1 year of full-time experience providing ABA services under the supervision of a BCBA AND a minimum of 40 hours of training related to ABA
- 2) Be licensed in PA as a psychologist and have a minimum of 1 year of full-time experience providing ABA services AND a minimum of 40 hours of training related to ABA approved by Department.

*Agreed to and Accepted:*

\_\_\_\_\_ *Seal* \_\_\_\_\_  
Behavior Consultant Date

\_\_\_\_\_ *Seal* \_\_\_\_\_  
Executive Director Date