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**KENNETH YOUNG CENTER
HUMAN RESOURCES**

POSITION DESCRIPTION & POSTING

PART-TIME BEHAVIORAL SUPPORT SPECIALIST

CHILD & ADOLESCENT PROGRAM

Job Scope: Part-Time Behavioral Support Specialist or “Mentor” for our Child and Adolescent Services Team. Mentors provide one-on-one support and skills coaching for children and adolescents with issues, such as anxiety, depression and social skills deficits. Mentors work with clients to develop and strengthen social skills, coping skills and independent living skills through various activities in their community. Mentors work as part of the client’s treatment team and consult with the primary clinician to monitor the client’s progress in treatment.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Responsibilities

A. Clinical Responsibilities

1. Provide community-based skill building interventions or respite for children, adolescents and young adults with severe emotional or behavioral disorders, in accordance with the individual service plan. These services are provided on a planned, regular basis or on an emergent, as needed basis. These services will include but are not limited to:
 - Planning and facilitation of skill building and/ or recreational activities with the identified client
 - Setting limits and providing structure for the youth
 - Monitoring and ensuring the client’s safety in the community
2. Documenting service provision for the chart
3. Consultation and collaboration with other clinical staff to address meeting service needs of client
4. Participate in supervision as directed with the Team Leader or designee
5. Participate with the Team Leader or designee in regular performance evaluations

B. Administrative Duties

1. Receive input from the Team Leader and/or designee and provide feedback regarding administrative issues

2. Submit, in a timely and accurate fashion, reports and data as required by the Centers' policies and procedures
3. Participate in orientations and training programs of the Center as directed

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

III. Core Competencies

- A. Provide Care Planning Coordination
- B. Provide Treatment/Care Services

IV. Special Competencies

- A. Aware of issues affecting children and adolescents with emotional and behavioral disorders
- B. Able to establish therapeutic relationship with child
- C. Able to locate and engage in activities which are related to the service plan

V. Education and Experience

- A. Baccalaureate degree from an accredited college or university in social work, psychology or a related discipline or the equivalent education and experience to be classified as a RSA or MHP under Rule 132
- B. Previous experience working with children and/or adolescents
- C. Minimum age 21 years
- D. Ability to work evenings and Saturdays
- E. Willingness to drive to clients' homes and provide services in the community
- F. Excellent driving record

VI. Work Environment

- A. While performing the duties of this job, the employee occasionally works in an office setting.
- B. Employee primarily works in the community.
- C. Driving with clients is required in order to accomplish various tasks

VII. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- B. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or

controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear.

- C. Must be able to drive safely and in accordance with Illinois law.

VIII. Travel Requirements

- A. While performing the duties of this position, the employee travels by automobile within the community for most of their work time and is exposed to changing weather and road conditions.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing conditions.

IX. Chain of Authority

- A. Reports to the Behavioral Support Services Team Leader

X. Schedule

- A. Part Time, Hourly, 15-25 hours per week
- B. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

Kenneth Young Center is an Equal Opportunity Employer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.