



JOB DESCRIPTION

Position Title:	Behaviour Consultant
Program/Location:	Behaviour Development Program, 30 Bennett Street, Carleton Place
Reports to:	Behaviour Development Program Coordinator

Role Summary

The Behaviour Development Program works with the key people/caregivers in a child's or adult's life. Using a mediator model, consultants teach/model new skills and ways of responding that will encourage positive behaviour change.

Reporting to the Program Coordinator, the Behaviour Consultant provides training to mediators in the client's natural environment, assesses effectiveness of client intervention, maintains an up to date knowledge of new developments in the field of Behaviour Analysis, and provides support in maintaining community connections.

POSITION REQUIREMENTS

1. Education

- Graduate of Behaviour Science Technology Program or equivalent

2. Professional Experience

- Experience working with children and adults with intellectual disabilities and their families/caregivers.
- Writing Behaviour Support Plans, solid knowledge of Applied Behaviour Analysis, team oriented

3. Key Competencies

- Creativity and flexibility in dealing with the stress of working with families with complex needs
- Strong written and verbal communication skills
- Must be flexible to collaborate and provide services with other ConnectWell programs as required
- Ability to work independently
- Valid driver's license must be maintained for travel requirements within community, including 2 million liability care insurance
- Vulnerable Sector Screening, including criminal reference check

4. Work Conditions

- Ability to have flexible work hours
- Occasional light lifting and moving while working directly with active children
- Can involve occasional evening and weekend hours



- Interaction with coworkers, clients, families, Consulting Psychologist and multidisciplinary professionals
- Travel within Lanark County
- Extended periods of sitting while completing administrative tasks

POSITION RESPONSIBILITIES

Caseload Responsibilities:

Provide training to mediators in the client's natural environment to assist in positive behaviour change and skill development:

- Contact family and other mediators to arrange visits in their natural environment
- Review and complete Intake documentation with the mediator
- In collaboration with mediator, plan and establish behaviour goals and objectives to meet the client's needs
- Ensure all consents are signed
- Gather information as needed from other involved service providers
- Prepare Behaviour Support Plans (BSP)
- Collect necessary tools for assessment/intervention
- Review client objectives and discuss progress with mediators
- Give client/mediator support and encouragement to attain their objectives
- Provide resources and information to mediators.
- Develop data sheets or materials for clients as required
- Train mediator in prevention and proactive strategies, intervention strategies
- When necessary attend medical appointments
- Maintain client contacts and complete all required documentation
- Prepare Progress Reports at scheduled intervals
- When necessary attend case conferences
- Provide consultation service to Group Homes and Day Services for adults on a regular basis
- Maintain client confidentiality

Assesses effectiveness of client intervention:

- Meet with mediator/client on a regular/ as needed basis
- Review and assess data collected by mediators and update graphs
- Meet with Consulting Psychologist regularly to review and update client progress. (Data and BSP)
- Complete stats for monthly caseload sheets



Community Development:

- Develop and provide Behaviour training workshops/presentations for interagency and community agencies as requested
- Attend and participate in community development committees as required

Other related duties as required

Standard ConnectWell Employee Responsibilities

As an employee of ConnectWell, this position is responsible for the following:

Administrative

- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable ConnectWell policies and procedures

Organizational Responsibilities

- Respects and values the diversity of the community and individuals
- Supports the organization's student placement programs
- Contributes to the organization's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
- Contributes to the organization's practices of hiring, orienting and training of employees
- Participates actively in team meetings
- Consults with and provides support to team members and other ConnectWell employees regarding professional issues
- Participates in the development of policies and procedures by providing feedback in the organization's policy development process
- Works in a manner that incorporates health promotion and recognizes the determinants of health
- Participates in team and individual professional development opportunities



Occupational Health & Safety

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
- Must read and follow all ConnectWell Occupational Health & Safety policies
- Works safely in consideration of the following job hazards: noise, workplace violence
- Participates in Occupational health & Safety training as required:
 - AODA
 - WHMIS
 - Employee Safety Training
 - Other (as required)

I _____ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

Employee Signature

Date

Supervisor Signature

Date