



Mid Florida Community Services, Inc.  
 820 Kennedy Blvd.  
 Brooksville, FL 34601  
 Phone: 352-796-1425 Fax: 352-796-9952

<b>POSITION TITLE:</b>	Behavior Specialist
<b>DEPARTMENT:</b>	Head Start
<b>SUPERVISED BY:</b>	Health Services Manager

**Wage:** \$39,790.40/yr.

**Location:** 3 positions available in Volusia County, FL  
 1 position available in Hernando County, FL

**Please apply online at [www.mfcs.us.com](http://www.mfcs.us.com)**

## JOB DESCRIPTION

**POSITION SUMMARY:** Responsible for the implementation of behavioral support services to assist the development of children’s behavior and social/emotional skills. Provides support functions for the Health Services Manager.

### ESSENTIAL JOB FUNCTIONS:

- Administers, scores, and interprets behavior screenings completed by parents upon child’s enrollment in program. Records and maintains confidential mental health records and maintains documentation in [ChildPlus.net](http://ChildPlus.net) for each child and monitors for follow-up.
- If behavior concerns are identified through the use of the initial screening tool, request a behavioral screening from the child’s teacher and review results.
- Conducts classroom observations. Works in consultation with teaching staff and parents and models appropriate behavior intervention strategies to meet each child’s individualized needs.
- Provides developmentally appropriate behavior interventions, activities, and instructional techniques to enhance child’s behavior and social/emotional skills in the classroom.
- Works one on one with identified children in the classroom to model appropriate social/emotional skills.
- Collaborates with teaching staff to develop and implement the Classroom Behavior Plan (CBP) goals and objectives for the effective delivery of mental health and behavior services in the classroom as needed.
- Reviews individualization plans, lesson plans, and behavior contingency plans to ensure classroom implementation is consistent with CBP.
- Provides training and technical assistance to teaching staff regarding children’s behavior, behavior management, and mental health needs.
- Works closely with teaching staff, Family Advocates, and parents to implement preventative mental health and behavior services to strengthen nurturing, supportive environments and relationships in the home and in the classroom.
- Assists in the coordination of the implementation of comprehensive mental health services with team



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members, contracted providers, and contracted mental health consultant.

- Maintains compliance with the Head Start Performance Standards, the Head Start Performance Standards for Children with behavior and mental health concerns, State and Federal requirements for children with disabilities.
- Participates in early and ongoing screenings, clearance of files, and file reviews.
- Assists in the development, implementation and monitoring of health policies, standard operating procedures, work plans and administrative direction.
- Attends and actively participates in training programs, staff meetings, and other meetings/trainings.
- Assures behavior assessment supplies are available for early screening and ongoing throughout the year.
- Participates in program monitoring, Self-Assessment and Community Needs Assessment and performs reasonable functions that are related.
- Serves as a member of the Health Services Advisory Committee and recruits professional members and parents as needed.
- Actively participates in center/classroom activities, parent meetings and annual parent activities as requested.
- Completes Registered Behavior Technician certification within 6 months of hire.
- Acts as an advocate and role model for Head Start families. Recruits children for the program.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.



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**NON-ESSENTIAL/SECONDARY FUNCTIONS:**

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff.

**JOB STANDARDS:**

Education: Bachelor Degree in psychology, social work, guidance counseling, or related field.

Experience: Three years of experience in mental health or behavior analysis, preferably working with young children.

Licenses & Certifications: Preferably license eligible or a certification in behavior analysis. Registered Behavior Technician (RBT) or within 6 months of hire. Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

**CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50 lbs.) are occasional. Playing with children, which may include hopping, skipping, jumping, dancing, and twisting are occasional. Must have ability to get up from a seated position on the floor or a low chair without hesitation.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Skill in implementing policies, procedures and/or systems for best practice. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, including coworkers, parents and children. Ability to analyze and interpret data. Ability to use and operate a personal computer. Skill in public speaking. Ability to work with children with special needs. Ability to maintain child and parent confidentiality. Knowledge of varying screening and assessment tools and ability to administer such tools.

**ENVIRONMENTAL JOB FACTORS:**

Job Location: Primary location is the Head Start facilities in Volusia or Hernando county. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

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Employee Signature

\_\_\_\_\_  
Date



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\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

REVISION DATE: 10/7/20	W/C CODE: 8810	FLSA STATUS: Exempt
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