

SUMMIT POINTE PROFILE

Job Title:	Behavioral Aide	Position Category:	Union/Non-Exempt
Reports to:	Director of Outpatient Services	Grade Level:	A
EEO Category:	3	EEO Job Group:	3

Key Responsibilities and Accountabilities:

Provides support and works directly with children with autism spectrum diagnoses (ASD) to implement applied behavior analysis (ABA) intervention programs. Conducts sessions with individuals or groups focusing on skill acquisition, including: language, social, daily living, and pre-academic skills. Conducts sessions that effectively reduces problem behaviors. Records and manages data on child's progress. Meets regularly with and works under the direction of the Behavior Analyst coordinating each child's program. Is an active member of the Envision Team providing services as outlined in the treatment plan, based on person-centered planning. Assists families in accessing community resources, advocates and provides support for child and family. Maintains record compliance within agency requirements and standards utilizing electronic / hard copy formats. [Shall ensure compliance and participation with competency improvement activities including, but not limited to, credentialing, continuing education (minimum of 24 hours of clinically based training per fiscal year), implementation of evidence based practices, peer review attendance, and professional improvement practices. must obtain and maintain CPR and Basic First Aid certification. Demonstrates good organizational, verbal/written communication, computer, analytical and problem-solving skills. Shall be self-directed and resourceful. Participates in corporate quality improvement and problem solving activities. Maintains confidentiality and privacy within MDHHS, state and federal guidelines. Utilizes knowledge of CARF, CMS, MDHHS and Managed Care standards. Performs other duties as required.

Qualifications and Capabilities: {EEO Screening Tool}

- High School Diploma or GED.
- Experience working with individuals with Autism preferred.
- One year of computer experience – Word, Excel, and electronic medical record software preferred.
- Demonstrates strong organizational and verbal communication skills.
- Specialized training, skills and abilities – lived experiences with behavioral health issues are desired.

Essential Functions:

This position will be knowledgeable about and actively support 1)culturally competent, recovery-based practices; 2)person-centered planning as a shared decision making process with the individual, who defines his/her own life goals and is assisted in developing a unique path toward those goals; and 3)a trauma informed culture to aid individuals in their recovery process.

Trauma Informed System of Care:

A trauma-informed approach to service delivery emphasizes physical and emotional safety, choice, empowerment, and trustworthiness for customers. The impact of trauma is broad and touches many life domains. Participation is mandatory for activities required for Summit Pointe to become a "Trauma Informed System of Care."

Physical Environment/Work Conditions:

- Professional office environment that generates noise from computer equipment/peripherals.
- Possible exposure to health risks (violence and infectious diseases).
- Sometimes lifts, carries, or moves objects up to 25 lbs.
- May be required to work variable hours/shifts.

Employee Signature: _____

Date: _____