

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Educational Behavior Specialist	FLSA Status: Exempt
Supervisor: Day Treatment Program Manager	
<p>General Information: The Educational Behavioral Specialists primary responsibilities include providing services for emotionally disturbed youth in the YDI Day Treatment Program. The Specialist is responsible for facilitating classroom activities, working with youth in the classroom to achieve goals set by treatment team, and providing individual assessment to youth based on curricular need.</p>	
Minimum Qualifications	Must have a Bachelor’s Degree in Education or related Human Services field. Teaching certificate preferred, however equivalency experience will be considered. Experience with SED youth and dealing with the daily curriculum needed to educate and teach youth.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Possession of a valid drivers license and minimal insurance required by law. • MANDT training (provided by YDI).
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds.
Principal responsibilities	<p><u>Primary Responsibilities</u></p> <ul style="list-style-type: none"> • Facilitate classroom activities • Work with youth in classroom to reach goals as determined by Treatment Team • Provide individual assessment to youth based on curricular need. • Other duties as assigned. <p><u>Services to Clients</u></p> <ul style="list-style-type: none"> • Participate in development of treatment plans collaboratively with families and treatment team. • Implement therapeutic/educational procedures to reach treatment goals. <p><u>Communication and Teamwork</u></p> <ul style="list-style-type: none"> • Schedule and participate in referral meetings. • Participate in Treatment Team meetings as needed/requested. • Maintain contact with the individual’s and/or family’s referring worker. • Keep Treatment Team members informed of progress, incidents, and concerns. • Assure that all internal communication is complete and effective. • Prepare with Treatment Team members appropriate and timely termination and aftercare planning. • Assist in submitting a termination summary to the referring worker within ten working days. • Available on a scheduled rotating basis with other clinical staff for emergency on-call coverage. • Coordinate services with the Managed Care Company. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy and professionalism at all times.

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	<ul style="list-style-type: none">• Complete required paperwork in an accurate and timely manner.• Participate as a positive member of the Youth Dynamics, Inc. organization.• Act as a positive representative of Youth Dynamics, Inc. to the public.• Participate in public relations and marketing efforts approximately 5% of your work time.• Participate in regular supervision with your Supervisor.• Participate in staffings and relevant in-service training as needed or required.• Attend all meetings as are necessary to fulfill job responsibilities.• Develop a plan for personal and professional growth, as needed.• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
Minimum Expectations	<ul style="list-style-type: none">•

I acknowledge receipt of this job description:

Employee

Date