



## JOB DESCRIPTION

<b>Job Title</b>	Manager, Positive Behavior Supports
<b>Reports to</b>	Senior Director, Meaningful Day Services
<b>Departments</b>	DDA Meaningful Day
<b>Classification</b>	Exempt
<b>Supervisory Status</b>	Supervisory
<b>Full-Time or Part-Time</b>	Full Time (40 hours)

### Position Summary

Opportunity Builders, Inc. (OBI)'s Manager of Positive Behavior Supports provides guidance to staff supporting individuals with behavioral challenges, in addition to supervising a small group of Direct Support Professionals (DSPs). This manager also supervises OBI's Behavior Specialist and is responsible for ensuring proper staff training, BP data collection, compliance with timelines and other regulatory requirements, and utilization of recommended positive behavior interventions and strategies. This manager is an intricate member of the Meaningful Day management team, and spends the majority of their time on-site at OBI.

### Essential Duties

- Work closely with OBI staff to implement positive behavior supports designed to decrease challenging behaviors and increase socially acceptable behaviors and adaptive skills.
- Ensure that all BMPs are being properly implemented by reviewing data, observing staff and individual interactions, modeling and retraining staff as needed, and following specified fade plans.
- Work collaboratively with other provider agency personnel involved in
- Directly supervise OBI's internal Behavior Specialist, providing the necessary structure and resources to enable them to do their job to the best of their ability.
- Use approved Mandt techniques in emergency situations when individuals served are in danger of injuring themselves or others, or when stated in the BMP.
- Become a certified Mandt trainer and teach Mandt classes as needed for OBI employees.
- Respond to all behavioral emergencies, both at OBI's building and at community locations if needed.
- Assist in behavioral training of OBI staff of all levels, striving for consistency in how staff respond to individuals, as well as the general understanding that all behavior is a form of communication and serves a purpose.
- Monitor documentation regarding behavioral incidents; identify trends and make sound recommendations for strategies to reduce future incidents.
- Develop and implement informal functional behavior assessments in effort to determine the function of a challenging behavior
- Assist with communication and other preference assessments to enable a more person-centered and individualized approach to services delivery.
- If a formal referral for DDA-funded Behavior Support Services is not warranted, develop an internal behavior protocol for OBI staff to follow, based on direct observations, interviews, record reviews, and assessment results.
- Participate in individuals' PCP pre and/or annual meetings, as appropriate. For example, when an individual is considering employment, the manager may attend to point out important things to consider (environmental, social, natural and/or staff supports recommended, etc.)
- Develop and/or assist in developing individual data forms.

- Participate in meetings hosted by the Developmental Disabilities Administration (DDA), the Maryland State Department of Education (MSDE), and other behavior and autism-related organizations.
- To act in a manner that is dignified, respectful, and honors the participant's rights, preferences and needs as determined within the person-centered plan (PCP).
- To serve in a direct support capacity when needed, including providing transportation to individuals in personal or company-owned vehicle.
- Adhere to OBI policies and procedures at all times.

### **Non-Essential Duties**

- Attend external meetings, conferences and training as needed/requested by supervisor.
- Additional duties as assigned.
- Daily adherence to OBI's core values:
  - Communication & Collaboration
  - Integrity
  - Creativity
  - Diversity & Inclusion
  - Compassion & Respect

### **Qualifications**

- Masters Degree in Counseling, Behavior Analysis, Psychology, Social Work, or related field preferred; Bachelors degree and equivalent experience will be considered.
- Minimum of 3 years experience working with individuals with disabilities who have challenging behaviors.
- Minimum of 1 year of supervision strongly preferred
- Access to a reliable vehicle and acceptable driving record with no more than 3 points
- Ability to successfully become certified as a Mandt trainer
- Ability to perform and meet job and physical requirements listed below.
- Able to perform with autonomy, as well as in a team-oriented environment.
- Strong organizational skills and attention to detail.

### **Physical Requirements**

- Lifting/transferring approximately 50 to 100 pounds (usually with assistance).
- Pushing/pulling (i.e. wheelchair, Mandt techniques) 100 pounds.
- Frequent standing; walking; sitting; squatting; bending; reaching; fine motor skills.

Opportunity Builders, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

### **ACKNOWLEDGEMENT OF RECEIPT**

I have read and understand the contents of this job description. I understand that I am expected to adhere to all OBI policies and procedures while employed.