

ABILITIES NETWORK JOB DESCRIPTION

Job Title: Behavioral Support Counselor – Autism Waiver Services
AN Classification: Support
FLSA Classification: Non-exempt
Reports To: Autism Services Clinical Supervisor

GENERAL SUMMARY: Provides supportive services to children with autism and their families and caregivers through Autism Waiver Services Program. Assists in the development of individual plans to provide for children's progress. Responsible maintaining documentation of progress as outlined by the individual plan. Provides educational services for family and caregivers as necessary. Maintains records and performs activities required by regulatory accrediting and state agencies. Actively promotes quality services.

KEY DUTIES AND RESPONSIBILITIES:

Provision of Consumer Services – Serves as primary individual to provide support for children with autism and/or obtain resources necessary for inclusion in their natural environments. Discusses progress with supervising Program Coordinator. Directly supports caregiver's acquisition of skills so that children may be included in their natural environments with typically developing peers.

Plan of Care Responsibilities – Attends meetings composed of family, teacher and other team members as necessary. Performs activities outlined in the Plan of Care and supports plan. Works to support Plan of Care goals so as to also provide support for IEP goals.

Regulatory Compliance and Documentation – Attends team meetings as necessary following and implementing plans in time frames required. Obtains required assessment information in a timely manner. Submits documentation of progress as outlined by the Plan of Care. Writes progress summary reports for each child. Maintains files as required by regulation. Performs other activities required by regulator/accrediting agencies. Prepares for and participates in semi-annual internal utilization reviews as required by regulations.

Orientation toward Customer Relations – Actively promotes and represents agency philosophy through provision of quality services and through all interactions with both internal and external customers.

Miscellaneous Duties/Assignments – Participates in all necessary child related meetings. Attends general staff meetings. Attends one board meeting within the first year of employment, and participates in a minimum of one systems advocacy activity annually. Participates in required training and professional development opportunities.

KNOWLEDGE, SKILLS & ABILITIES

Requires a minimum of a two years of college in a human services discipline, and one year related experience. Must have transportation, as necessary, to fulfill the duties and responsibilities of the position.

PHYSICAL REQUIREMENTS

Must be able to provide support for children who may have high activity levels. Some restraint of the child may be necessary at times. Must be able carry materials weighing up to 25 lbs. Must be able to stand for periods up to 1 hour in duration.