

POSITION DESCRIPTION EDUCATIONAL SUPPORT SPECIALIST (LOUISA) PRN

Louisa County
Center for Rural Services
Region Ten Community Services Board

JOB TITLE: Education Support Specialist Hourly PRN

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a paraprofessional (FLSA non-exempt) position where the incumbent provides in-home school based and/or in-community services. These services are rendered to families in conjunction with Intensive Home Based Services, Program for Advanced Life Skills (PALS), or Educational Support Services (ESS). The incumbent reports to the Program Manager, Ess (Louisa) In carrying out position requirements he/she plans own work after definite objectives set by the Director, Program Manager and referral agent with unusual situations being referred to the supervisor. The position requires analysis of facts and determining action using a wide range of procedures within the limits of standard practices.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Provides behavioral coaching, emotional support / limits, and psycho-education to children and/or families; focus areas include (but are not limited to) training/skill building in: parenting, behavioral management, problem solving, self-management, social interaction, academic education, independent living/self-care, and employment/job searching.
2. *Coordinates services with In-Home Therapist and other professionals, agencies, neighborhood associations, and resources.
3. *Participates in treatment team, school and FAPT staffings (as deemed necessary). Presents information on observations of child/family behavior and functioning. Identifies family strengths, weaknesses, areas of stability and instability, and progress toward treatment goals.
4. *May provide transportation for purposes of coordination
5. *Completes documentation as required.
6. *Attends required supervision, training and other required meetings.
7. *Reads all agency communication (i.e. Ten, the Region Ten newsletter, E-mail, etc.).
8. *Complete other administrative duties as assigned.
9. *CPR and First Aid; license and good driving record
10. Build and promote strong social skills with schools and Region Ten

QUALIFICATIONS:

In addition, to ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the division of Motor Vehicles preferred. For program related use of a personal car, a certificate of valid personal automobile insurance must be provided.

Must meet certification as QMHP (Qualified Mental Health Professional) as set forth by Department of Behavioral Health and Developmental Services.

The incumbent also needs to possess the following knowledge, skills and abilities:

Knowledge of: basic childhood and adolescent development, family life cycle stages, principles of family dynamics and treatment, parenting skills and behavioral management strategies, and special needs of SED children including general understanding of the DSM IV.

Skills in: establishing and maintaining rapport with functionally compromised families; providing physical /emotional support and limits with children; listening to and supporting honest constructive expression from and among family members; maintaining professional demeanor; record keeping; computer/keyboarding usage.

Abilities to: impart a positive attitude and positive feedback to child and family; function calmly in stressful situations; demonstrate positive regard for child and family; empower families/support increased independence using a strengths perspective; establish trust and maintain professional boundaries; serve as a role model; be a good listener; communicate effectively verbally and in writing; work flexible hours outside the normal work week; provide own transportation and use vehicle in performance of duties;.

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CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION: Louisa Counseling Center
P. O. Box 608
107 MacDonald Street
Louisa, VA 23093

POSITION ORGANIZATION:

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    A[Director, ESS (Rural)] --> B[Program Manager, ESS]
    B --> C[Educational Support Specialist (Louisa_ PRN)]
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SALARY: \$14.87 hourly

SCHEDULE: varies according to program needs. Training is provided to all new staff on mission of program and program goals and objectives. Specific work schedules will reflect the needs of the children in the program and their families. The success of the endeavor requires the ability to work flexible hours frequently outside what might be considered the traditional Monday - Friday, 9 -5 schedule. You must be able to be flexible and work flexible hours to successfully perform the duties of this position.

Position Description Update: August 3, 2010