

**DIVERSIFIED HUMAN SERVICES, INC.**

JOB VACANCY NOTICE

\*\*REVISED\*\*

**POSITION:** Behavior Specialist (Full-Time)  
Butler, PA

**PAY GRADE:** 12

**WAGE:** \$31,805 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Implements and monitors consumer rehabilitation plans and assists in the daily operation of program activities.
- Conducts individual assessments and re-assessments of consumers to develop and update individualized program plans.
- Provides supportive counseling and intensive life skills training to individuals and groups.
- Serves as advocate to identify and access entitlement resources, available social services and ensures the implementation of individual program plans and program activities.
- Maintains current client case record activity and progress, prepare and submits all required program forms, reports and documentation in an accurate and timely manner.
- Serves as a member of the Interdisciplinary Treatment Team and maintains appropriate communication with external programs and community resources.
- Provides "on-call" availability for technical assistance to residential staff on assigned rotation.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Bachelor's Degree in Psychology or related human services field and two years' experience working directly with individuals with intellectual disabilities; or an Associate Degree in Human Services with four years' progressive related intellectual disabilities.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Demonstrated knowledge of financial entitlement programs and available social services.
- Certified trainer of Department of Public Welfare Medication Administration Procedures.
- Ability to safely operate a variety of agency vehicles.
- Ability to pack and transport mentally and physically challenged consumers.
- Ability to inspect and recognize violations pertaining to program regulations.
- Ability to understand and follow supervisory direction.
- Ability to communicate with effectiveness.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: **POSTING#18231.**

EQUAL OPPORTUNITY EMPLOYER