



Job Description

<u>Position Title:</u>	Behavioral Aide I
<u>Status:</u>	Nonexempt
Division:	Fraser Child & Family Center
Department:	Fraser Autism Day Treatment
Reports to:	Fraser Autism Supervisor as assigned
Supervises:	None
Date created / modified/reviewed:	6/08; 2/09; 10/09

Objective: To implement the mental health behavioral aide services identified in a client's individual treatment plan and individual behavior plan.

Essential Duties and Responsibilities

I. Responsibilities Related to Individuals Served

- A. Implement goals from the client's individual behavior plan and/or treatment plan that focus on replacing inappropriate skills with developmentally and therapeutically appropriate skills.
- B. Assist the client to independently utilize skills to increase adaptive functioning in the community.
- C. Assist with skill development in daily living tasks (dressing, eating, toileting, participation in medical appointments, etc.) through task completion.
- D. Observe and intervene to redirect inappropriate behavior.
- E. Assist in appropriate self-management related to the client's emotional disorder or mental illness including problem solving, decision making, communication, conflict resolution, anger management, social and recreational skills.
- F. Implement de-escalation techniques and other services as recommended by a mental health professional.
- G. Develop effective working relationships with the individuals receiving services, the responsible party and their families while maintaining professional boundaries.
- H. Provide person-centered, responsive approaches and interventions to individuals served.
- I. Engage in respectful, open communication with the individuals receiving services, the responsible party and other family and team members to promote consistent, quality care.
- J. Promote the mission and values of Fraser while providing service in family homes and the surrounding community.

II. Responsibilities Related to Staff

- A. Submit all timecards accurately and on-time in accordance with Fraser's payroll schedule.
- B. Communicate all changes affecting services to the Autism Program Coordinator.
- C. Follow all Fraser policies, procedures, and licensing/regulation guidelines.
- D. Participate in all mandatory staff meetings.
- E. Complete all training requirements as designated by the Autism Program Coordinator.

III. Administrative Responsibilities

- A. Complete documentation as outlined in the regulations and in accordance with Fraser's policies and procedures.
- B. Maintain all records in accordance with HIPAA requirements.

IV. Professional Growth and Development

- A. Seek out training opportunities as necessary to remain current with best practices.
- B. Promote teamwork and collaboration within the Fraser Autism Program team and throughout Fraser.
- C. Attend and document 20 hours of continuing education every two years.
- D. Attend and document weekly individual and group supervision meetings as required by agency standards.

V. Adherence to Policies and Procedures

- A. Be a positive influence in the day-to-day activities of the Fraser Autism Program team, acting with integrity, showing respect to coworkers and clients.
- B. Understand and interpret the Fraser Mission.
- C. Actively support Fraser's mission and Fraser Autism Program goals.
- D. Report any suspected maltreatment or suspected abuse or neglect of children or vulnerable adults consistent with maltreatment reporting laws.
- E. Adhere to Fraser's Principles of Conduct and Standards of Practice.
- F. Adhere to all applicable local, state and federal regulations governing all Fraser Autism Program services.

VI. Other Responsibilities

- A. Participate in Fraser Emergency Plan.
- B. Other duties as assigned.

Education / Experience / Licensure Qualifications

- Education and/or Experience: Must meet qualifications as designated by state licensing regulations. High school diploma or GED required plus 30 hours of training including: 15 hours of face-to-face training in mental health services delivery, 8 hours of parent teaming training, and 7 hours of one-to-one training with a mental health professional or mental health practitioner.
- Certificates, Licenses, Registrations: Ability to obtain CPR, First Aid and other training certifications as required per program and client need.

- Language Skills: Proficient verbal and written communication skills using the English language. Other language proficiency may be required for some work sites.
- Mathematical Skills: Ability to accurately record time worked on timesheet.
- Physical Demands: Ability to demonstrate physical care skills as outlined in the individual program plans, such as lifting and transferring. Must be able to lift 100lbs and carry 50lbs.
- Work Environment: Ability to perform duties in family homes and surrounding community.
- Reasoning: Ability to understand and implement all service plans.
- Ability to achieve and maintain a status of “not disqualified” upon completion of criminal background studies.
- Possession of a valid Minnesota Driver’s License and maintenance of a satisfactory driving record consistent with Fraser policy, required by specific needs of the individuals receiving services.
- Access to a reliable vehicle in working order with appropriate safety restraints per client need for transportation.
- Access to a working telephone for regular communication with supervisory staff and the client / Responsible Party.

To apply for this position, go to the Fraser website at www.fraser.org or contact Kristin O’Brien at kristino@fraser.org