

Behavior Support Professional (BSP)

Full-time professional position Monday -Friday, regular business hours but varies due to appointments and workload.

QUALIFICATIONS

- Degree in human services field, a minimum of one year of qualifying experience working with people with disabilities and able to meet other certification requirements set by OFLAC
- Maintain professional certifications and pass all initial training according to the IDD Waiver guidelines
- Must be able to work a variable schedule, Monday – Friday, occasional travel required within 300 miles of Morgantown
- Demonstrated skills with Office software such as Excel, Word, basic web-based database interfaces
- Knowledge of basic math and statistics
- Must be able to effectively manage time and multi-task
- Must have a strong service orientation and strong communication skills
- Must pass a Criminal Background Investigation
- Must have a valid driver's license and proof of insurance

RESPONSIBILITIES

- Perform professional job tasks as specified in the IDD Waiver Manual and maintain documentation for all IDD Waiver clients, such as IHP and task analysis documents and vocational assessments, training, and evaluation of the clients.
- Serve as liaison to referral sources and maintain documentation for referrals to the IDD Waiver Program
- Provide supportive counseling and provide crisis intervention when necessary
- Prepares for and participates in the interdisciplinary team meetings for each assigned client in order to make recommendations
- Provide client specific training as per IDD Waiver regulations to Skills Developers, Job Coaches, and others
- Inform service coordinators of critical incidents and serious behavior incidents
- Communicate restrictive measures that are added to client plans
- Assemble monthly and quarterly assessments using clinicians notes and programmatic report data and send to service coordinating agencies
- submit data for monthly billing concerning BPS services

To apply, go to www.paceenterprises.org/Employment-Opportunities and complete the online application. Please upload your resume and cover letter as part of the application process.

PACE Enterprises is a Morgantown-based non-profit providing vocational training and employment opportunities for adults with disabilities. PACE is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.