

QUALIFIED SUPERVISING PROFESSIONAL



Department:	Behavioral Health Services
Reports To:	Clinical Director of Behavioral Health Services
Group/FLSA Status:	Program Specialist / Exempt
Revised:	6/27/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Qualified Supervising Professional (QSP) meets the essential criteria required to support services offered through the Early Intensive Development and Behavioral Intervention (EIDBI) Benefit. This individual will assist in the development of the individual treatment plan (ITP) and oversee the activities and implementation of the ITP by the level I, II or III providers. This individual will also complete Comprehensive Multi-Disciplinary Evaluations to determine medical necessity of EIDBI services.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Monitor, approve, and sign an individual's initial and updated individual treatment plan (ITP);
- Conduct Comprehensive Multi-Disciplinary Evaluations;
- Considers the individual's and family's values, goals, preferences, culture and language;
- Collaborates with the family;
- Coordinates and provides support for the family to receive training and/or counseling;
- Coordinate and implement the initial and annual coordinated care conference;
- Performs all clinical supervision functions required by his/her professional licensing board and as defined in the EIDBI policy manual;
- Supervise and oversee the activities of the level I, II, and III providers;
- Assists, monitors, utilizes prompt fading procedures to guide the child to complete tasks (e.g. academic tasks, activities of daily living, etc.);
- Implements approved de-escalation and crisis/emergency procedures according to protocol;
- Promotes a safe learning environment;
- Responsible to participate in annual training offered by SWWC;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Ability to demonstrate basic use of Microsoft Office Programs;
- Maintains confidentiality;
- Ability to comply with applicable legal, regulatory and workplace reporting requirements;
- Ability to work with children individually and work in small groups;
- Ability to handle every day, reoccurring basic assignments and problems;
- Ability to read and interpret behavioral data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to use modern office equipment, technology, and related software;
- Ability to establish and maintain effective working relationships with children and SWWC staff.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Preferred qualifications of this position are that of a Licensed Mental Health Practitioner; however, other licensed professionals with experience assessing, diagnosing, and treating children with autism are welcome to apply including:
 - Licensed Psychologist and/or
 - Physician and/or
 - Advanced Practice Registered Nurse (APRN)
- Must have accrued at least 2000 hours of clinical experience and/or training in the examination and/or treatment of people with autism/related condition;

- Completed the equivalent in graduate-level coursework at an accredited university;
- Coursework must be documented in one or more of the following areas: autism/related condition diagnostics, autism/related condition treatment strategies, or child development.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- LMHP, LP, Medical License (M.D.) or Registered Nurse;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Clinical Director of Behavioral Health Services;
- Assumes full, professional responsibility for the services provided by each service provider under the EIDBI benefit.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Serves more than one school district;
- Considerable business travel is required;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.