



Karnes County Job Description

Behavior Specialist

Department	Juvenile Probation	FLSA Status	Non-Exempt
Reports To	JJAEP Director	EEO Classification	
Salary	Salary commensurate with agency's funding status plus fringe benefits	Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

A. Knowledge and Attitude

1. Knowledge of programs and techniques.
3. Must be able to accept supervision; understand program services; follow procedures; and accurately and efficiently update record-keeping systems. Must be adaptable to change.
4. Knowledge of state, county, and department standards and policies.
5. Knowledge of all compliance issues.
6. Has experience with, developing, interpreting and implementing policies, procedures and management systems to ensure consistent service delivery.
7. Must be able to prepare reports on program activities to inform management of program accomplishments, issues and problems.
8. Maintain a pleasant attitude.
9. Cooperate with others to resolve conflict and achieve goals.
10. Maintain professional relations while engaging in job-related tasks.
11. Maintain confidentiality of business knowledge, employee information, and participant information.
12. Comply with the Code of Ethics set forth in TAC 345.310.

Working Conditions

Hours: Position is considered "summer schedule." Position follows the JJAEP school calendar. Adjusted schedule during summer term. Office: Position is located at the JJAEP in Wilson County. Serves directly under the JJAEP Administrator for the purpose of operation.

ESSENTIAL FUNCTIONS

Job Function

- Provide direct supervision of student daily activities and behavior.
- Ensure the effective and efficient operation of the JJAEP, including management of classroom and outdoor activities.
- Ensure each participant has received orientation of program expectations/rules.



Karnes County Job Description

- Ensure and encourage participant compliance with program rules, including compliance with the Student Code of Conduct.
- Ensure that all participants are provided activities each day as appropriate, ie; physical education, brain breaks, community service, group work, daily schedule, etc.
- Maintain order and discipline.
- Ensure that all documentation and reports are completed within established time frames. Prepare behavior and discipline reports as necessary.
- Ensure documentation of completion of daily activities.
- Ensure all participants are on task.
- Ensure that uniforms are accounted for and distributed as necessary.
- Act as liaison with other community agencies and providers.
- Assist in securing community resources for all program components.
- Act cooperatively with staff and counselors.
- Seek knowledge of students when appropriate.
- Communicate with Juvenile Probation Officers regarding offenders as necessary.
- Establish rapport with juveniles and family and communicate effectively to ensure best care possible for student.
- Assist with coordination of and oversight of community service activities during the school year and also during summer months.
- Oversee behavior during school and summer counseling groups.
- Transport juveniles as necessary.
- Ensure that the Behavior Specialist SOP is observed and practiced.
- Communicate effectively within the JJAEP and probation staff in order to assist in dealing with the behavior of the participants.
- Communicate with program staff by evaluating the practices and procedures and making changes or suggestions when necessary.
- Attain Community Activities Officer Certification within the first 120 days of employment.
- Assume other duties and responsibilities designated by the Chief Juvenile Probation Officer or Designee.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"> • High School Diploma. 	<ul style="list-style-type: none"> • Experience working with at-risk adolescents and families preferred. 	<ul style="list-style-type: none"> • Valid driver's license 	<ul style="list-style-type: none"> • Good moral character with clear background check. • Drug Test 	