

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** PART-TIME BEHAVIORAL PROGRAM SPECIALIST

**Department:** Community Services

**Job Code:** TBD

**Grade:** H15

**Exempt Status:** Non-Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the Programs Supervisor, the Behavioral Program Specialist is responsible for intervention services to the behaviorally challenged children in the East Stuart Youth Initiative program. Through education and counseling will supervise program children experiencing disciplinary issues and behavioral concerns to assist them towards positive behavior changes and life skills to avoid suspension and expulsion from the program. This position involves a great deal of public contact. Work is reviewed through observation, verbally and/or written reports.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Assist in developing and implementing daily program activities for the behaviorally challenged children.
2. Employ systems to measure the program success and participant's progress.
3. Provide counseling and referrals to children and parents.
4. Document the child's progress.
5. Assist the youth counselor in the implementation of a treatment plan based on the identified needs of the child.
6. Ensure the safety of the child(ren) in the program.
7. Maintain a professional and ethical code of behavior.
8. Facilitate groups on anger management, conflict resolution, impulse control, social skills, and positive peer interaction.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Bachelor's degree in counseling, social work, psychology or related field, with 2 years of experience working with children/youth in a program environment; Experience may substitute on a year-for-year basis for the required education.

Valid Florida Driver's license as required by the position.

**B. Knowledge, Abilities and Skills:**

Knowledge of developmental stages of childhood.

Knowledge of child behavioral issues and proper disciplinary procedures.

Knowledge of City regulations, policies and procedures.

Ability to establish and maintain effective working relationships with peers, clients, and the public.

Skill to identify and understand reactive youth behavior and respond appropriately.

Ability to communicate effectively both orally and in writing.

Ability to understand, interpret and explain the desired behaviors.

Ability to appropriately maintain confidentiality.

Ability to use conflict resolution strategies.

**C. Physical and Environmental Requirements:**

Task involves frequent walking; standing; reaching; stooping; bending; some lifting and carrying objects of moderate weight (20 pounds); and/or the operation of keyboard, or office equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.  
Task requires sound perception and discrimination.  
Task requires texture perception and discrimination.

Community Services Behavior Program Specialist - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Programs Supervisor

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee