



**changing tides**  
family services

## **THERAPEUTIC BEHAVIORAL AIDE**

### **POSITION PURPOSE (DEFINITION)**

Under general supervision, provides one-on-one behavioral interventions with children and youth receiving specialty mental health services in the client's home/residential placement/school or during community outings; performs related work as assigned.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Provides one on one direct behavioral intervention with children/youth.
- Serves as a positive role model for the child/youth.
- Provides time-structuring activities.
- Provides immediate behavioral reinforcements.
- Provides appropriate time-out strategies.
- Develops behavioral treatment plans with input of treatment team.
- Provides cognitive behavioral approaches, such as cognitive restructuring, use of hierarchies, and graduated exposure.
- Collaboration with and support for the family caregivers' efforts to provide a positive environment for the child/youth.
- Assists the child/youth to engage in, or remain engaged in, appropriate activities.
- Helps to minimize the child/youth's impulsive behavior.
- Helps to increase the child/youth's social and community competencies by building or reinforcing those daily living skills that will assist the child/youth in living successfully at home and in the community.
- Assists in developing the child/youth's ability to sustain self-directed appropriate behavior, internalize a sense of social responsibility, and/or enable participation proactively in community activities.
- Ensures safety of client at all times during the provision of Therapeutic Behavioral Services; remains responsive to the client's needs.
- Verifies the authorization for medical treatment forms and any other required forms are completed and on file.
- Maintains confidentiality regarding child/youth and his/her family.
- Reports incidences of suspected of child abuse in compliance with mandated reporting requirements.
- Communicates professionally with clients, parents, and guardians.
- Attends ongoing clinical supervision a meeting as required; participates in case conferences and related meetings as directed.

Carol A. Hill, Executive Director | Donna Miller-Michaud, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | [www.changingtidesfs.org](http://www.changingtidesfs.org)

## **THERAPEUTIC BEHAVIORAL AIDE**

### **PAGE TWO**

- Provides necessary paperwork to Changing Tides Family Services or HCDHHS-MHB (Humboldt County Department of Health and Human Services, Mental Health Branch) staff (timesheets, mileage vouchers, incident reports, etc.) in accordance with program requirements and timelines.
- Maintains accurate, complete, and correct progress notes and other written records in accordance with program policies.
- Submits TBS progress notes within the timeframe stated in program policies.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.
- Follows program policies and procedures established by Changing Tides Family Services and HCDHHS.

### **QUALIFICATIONS**

#### Knowledge of:

- Principles of cognitive behavioral psychology.
- Basic medical and psychiatric terminology.
- Techniques for dealing with emotionally disturbed children, youth, and/or their families.
- Standard medical recordkeeping, including client charting and the processing and maintenance of required documentation.
- Psychotropic medicines and their side effects.
- Laws and regulations regarding child abuse, including reporting procedures.
- Business arithmetic.
- Correct English usage including spelling and punctuation.

#### Skill In:

- Developing effective behavioral treatment plans.
- Providing direct behavioral interventions with children/youth.
- Performing crisis intervention, responding promptly to client emergency situations and taking effective action to control potentially violent incidents by intervention and referral.
- Observing and accurately describing client behavior and activities.
- Maintaining accurate records.
- Preparing clear and concise records and other written material.
- Exercising sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Working with individuals from a variety of socio-economic and cultural backgrounds.
- Recognizing signs of child abuse.
- Understanding oral and written instructions.

#### Other Requirements:

Ability to work a varied schedule, including evenings, weekends, and early mornings. Must obtain criminal history fingerprint clearance prior to employment. Must be able to see and hear within

## **THERAPEUTIC BEHAVIORAL AIDE**

### **PAGE THREE**

normal range with or without correction. Must be physically mobile. Must have access to a telephone. Must possess a valid California driver's license, current automobile insurance including a minimum, and a vehicle for work.

#### Desirable Education and Experience:

Bachelor of Arts Degree in psychology, social work, child development or a closely related field and two years experience providing services to children/youth in a mental health environment; or Associate of Arts Degree and four years experience in direct service with children/youth with mental illness.

#### ESSENTIAL DUTIES

- Provides one on one direct behavioral intervention with children/youth.
- Serves as a positive role model for the child/youth.
- Provides time-structuring activities.
- Provides immediate behavioral reinforcements.
- Provides appropriate time-out strategies.
- Develops behavioral treatment plans with input of treatment team.
- Provides cognitive behavioral approaches, such as cognitive restructuring, use of hierarchies, and graduated exposure.
- Collaboration with and support for the family caregivers' efforts to provide a positive environment for the child/youth.
- Assists the child/youth to engage in, or remain engaged in, appropriate activities.
- Helps to minimize the child/youth's impulsive behavior.
- Helps to increase the child/youth's social and community competencies by building or reinforcing those daily living skills that will assist the child/youth in living successfully at home and in the community.
- Assists in developing the child/youth's ability to sustain self-directed appropriate behavior, internalize a sense of social responsibility, and/or enable participation proactively in community activities.
- Ensures safety of client at all times during the provision of Therapeutic Behavioral Services; remains responsive to the client's needs.
- Verifies the authorization for medical treatment forms and any other required forms are completed and on file.
- Maintains confidentiality regarding child/youth and his/her family.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.
- Reports incidences of suspected of child abuse in compliance with mandated reporting requirements.
- Communicates professionally with clients, parents, and guardians.
- Attends ongoing clinical supervision a meeting as required; participates in case conferences and related meetings as directed.

**THERAPEUTIC BEHAVIORAL AIDE**  
**PAGE FOUR**

- Provides necessary paperwork to Changing Tides Family Services or HCDHHS-MHB (Humboldt County Department of health and Human Services, Mental Health Branch) staff (timesheets, mileage vouchers, incident reports, etc.) in accordance with program requirements and timelines.
- Maintains accurate, complete, and correct progress notes and other written records in accordance with program policies.
- Submits TBS progress notes within the timeframe stated in program policies.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.
- Follows program policies and procedures established by Changing Tides Family Services and HCDHHS.