

## Building Bridges Developmental and Community Services, Inc.

### Job Description & Duties

Employee Name:		Date:	
Title	Early Childhood Developmental Spec	Salary	To Be Determined
Location	Cabot	Category	<input checked="" type="checkbox"/> 1 FULL-TIME
Department	300 PSD	Schedule	Bi-wkly

BBDCS HAS DETERMINED THAT THIS POSITION IS "SAFETY SENSITIVE"

### QUALIFICATIONS

1	Bachelor's Degree and an Arkansas Special Education Teaching Certificate or work toward Additional Licensure Plan (ALP) Bachelor's Degree,
2	Training / experience in working with developmentally disabled;
3	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, FBI checks as required by LEDC, DDS & DHS

### ESSENTIALS JOB DUTIES AND RESPONSIBILITIES

1	Participates as an active member of the multi-disciplinary team for assigned Consumers' conferences and programming.
2	Assist in preparation of precise Lesson plans that reflect the activities and exercises to be engaged in by all students for the total programming period, based on the IPP.
3	Evaluates consumer performance and updates plans and methods at prescribed intervals; administers evaluations to consumers to meet DDS guidelines
4	Maintains data collection, daily notes, and observational records to be used for preparation of monthly / quarterly progress notes.
5	Maintains and / or requests adequate teaching materials through center channels.
6	Responsible for maintenance of daily log of problems, special situations, and behaviors that require time tracking.
7	Participates, when necessary, as a vehicle operator, assistant vehicle operator, or extended care person that may involve extra time and a
8	Participates in extended care program as required.
9	Responsible for maintaining up-to-date programming files on assigned consumers.
10	Responsible for due process requirements for eligibility, programming and transition.
11	Directly responsible for direct services as determined by the DDS and Department of Education criteria for 3-5 year old population;
12	Adhere to the BBDCS's HIPAA Policy and Procedure regarding privacy and the security of protected health information (PHI);
13	All other assigned duties;

### TO PERFORM THIS JOB SKILLS SATIACTORIALLY / THE REQUIREMENT ARE LISTED BELOW

A	<b>LANGUARE SKILLS</b> -ability to speak, read and communicate the English Language, read and interpret documents such as safety rules, operations manual, handbooks, reports, correspondence, files, etc. Must speak effectively before groups of consumers, employees, and other groups as
B	<b>MATHMATICAL SKILLS:</b> ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
C	<b>Reasoning Ability:</b> Ability to apply commons since understanding to carry out instructions furnished in written, oral, or diagram form and deal with problem solving several concrete variables in standardized situations.
D	<b>Other skills or abilities:</b> Must have a comprehensive knowledge of behavior modification methods, the ability to analyze consumer problems and behaviors and understanding of operational procedures and the ability to help consumers work through problem solving.
E	<b>Physical Demands:</b> this described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, use hands to fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
F	<b>Work Environment:</b> the work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.

### Emergency Evacuation Duties (attached)

List #	Job Title	Backup
43	#REF!	#REF!

**BBDCS CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS**

SEC 1	I understand that BBDCS has a legal and ethical responsibility to maintain consumer privacy, including obligations to protect the confidentiality of Consumer Information and other Confidential Information such as financial data and operational information
SEC 2	I understand that during the course of my employment (or locum tenens, internship, training, or other affiliation) with BBDCS, I may see or hear Consumer Information or other Confidential Information.
SEC 3	As a condition of my employment with BBDCS, I understand that I must sign and comply with this Agreement.
SEC 4	By signing this document I understand and agree that:
SEC 4.1	I will disclose Consumer Information and or Confidential Information only if such disclosure complies with BBDCS policies, and is required for the performance of my job.
SEC 4.2	My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment, if any, are to be kept confidential at all times.
SEC 4.3	I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.
SEC 4.4	I understand that any Consumer Information or Confidential Information that I access or view at BBDCS does not belong to me.
SEC 4.5	I will not discuss any information pertaining to the organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any organization information outside the organization even if specifics such as a consumer's names are not used.
SEC 4.6	I will not make inquiries about any organization information for any individual or party who does not have proper authorization to access such information.
SEC 4.7	I will not make any unauthorized transmissions, copies, disclosures, inquires, modifications, or purges of Consumer Information or Confidential Information. Unauthorized transmissions include, but are not limited to, removing and /or transferring Consumer Information or Confidential Information from BBDCS's computer system to unauthorized locations (for instance,
SEC 4.8	Upon termination of my employment with BBDCS, I will immediately return all property (e.g. keys, document, ID badges, etc.) to BBDCS.
SEC 4.9	I agree that my obligations under this Agreement regarding Consumer Information and Confidential Information will continue after the termination of my employment with BBDCS.
SEC 4.10	I understand that violation of this Agreement may result in disciplinary action, up to and including termination of my employment,

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL ITS TERMS AS A CONDITION OF MY EMPLOYMENT WITH BBDCS, INC.

<b>Employee Signature</b>	
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