



STATE OF SOUTH CAROLINA
DDSN-Central Office

3440 Harden Street Ext.
 Columbia, SC 29203

**INVITES APPLICATIONS FOR THE POSITION OF:
 Mental Health Professional III (Board Certified Behavior Analyst)**

An Equal Opportunity Employer

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 06/17/22

CLOSING DATE: Continuous

JOB TITLE: Mental Health Professional III
 (Board Certified Behavior Analyst)

CLASS CODE: GA57

POSITION NUMBER: 60008622, 60008888

SLOT NUMBER:

STATE SALARY RANGE:

\$50,833.00 - \$94,048.00 Annually

AGENCY HIRING RANGE - MIN:

AGENCY HIRING RANGE - MAX:

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Online applications must be submitted at <https://www.governmentjobs.com/careers/sc/ddsn>. You must include ALL current and previous work history and education. We emphasize that a resume will NOT be accepted nor reviewed to determine if an applicant has met the qualifications of the position; it will be passed over and not referred to hiring managers. Supplemental questions (if applicable) are considered part of your official application. You will be asked to provide a transcript if selected for a position requiring a degree. A background investigation will be conducted that may include, but not limited to, criminal records, driver's license and child abuse registry prior to an offer of employment. Additionally, a medical examination and drug testing may be required. Only those applicants chosen for an interview will be notified of job filled status.

JOB RESPONSIBILITIES:

This posting seeks to fill two (2) vacancies.

Notice to Applicant: Pursuant to the Center for Medicare and Medicaid Services (CMS) Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule (IFR), the South Carolina Department

of Disabilities and Special Needs (SCDDSN) has established COVID-19 vaccination requirements and exemptions for staff who provide any care, treatment, or other services in Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IID). **This position is subject to this requirement.** You may contact Human Resources for further information or review SCDDSN Directive 413-11-DD at <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-standards>.

About Our Agency

The South Carolina Department of Disabilities and Special Needs (DDSN) is the state agency that plans, develops, coordinates, and funds services for South Carolinians with the severe, lifelong disabilities of:

- intellectual disability and related disabilities
- autism spectrum disorder
- traumatic brain injury
- spinal cord injury and similar disability

The incumbent will provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis, function analyses and assessment, behavior acquisition and reduction procedures, and adaptive life skills. The incumbent will also oversee programming and provide ongoing support and supervision to providers and regional center staff members as it relates to the implementation and documentation associated with Behavior Support Plans and other treatments.

Analyzes and interprets behavioral assessment, diagnosis, and treatment data to determine the relative effectiveness of procedures being applied. Monitors progress and evaluate treatment effectiveness regularly, maintaining high rates of progress.

Determines changes to behavioral support plans, treatment plans, and level of services for both DDSN consumers and Community members. Develops action plans to address behavioral barriers to services. Develops behavioral treatment strategies/plans for specialized and complex cases. Assist in the development and implementation of assessment tools, to conduct functional assessments and analyses when appropriate, and to develop appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.

Provides specialized behavioral consultation and guidance to providers. Develop materials and provide resources for providers when needed. Consults on referrals for ICF/IID and community, where individuals may transition from hospital placement or unstable community environment.

Conducts training for staff, family members, caregivers, and providers on behavior management principles and techniques. Facilitate and assist in the development and identification of resources and support information.

Supervises the work of regional staff members related to behavioral supports programming and consultation. Participates in treatment team meetings.

Maintains and updates standards and guidelines related to behavioral support services. Create ongoing data collection system to establish baseline and programmatic efficacy for all consumers, and to analyze data on a frequent and ongoing basis to guide programming.

Performs other duties as assigned.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A Master's degree in guidance, counseling, the social sciences or a related field and professional experience in a mental health, human service or social service program.

Board Certified Behavior Analyst (BCBA) certification.

PREFERRED QUALIFICATIONS:

Practical therapeutic knowledge of principles, methods, counseling practices, and procedures for the diagnosis and treatment of behavioral and mental disorders. Ability to listen and understand and communicate information and ideas so that others will understand. Knowledge of psychopathology, family dynamics, and individual, family and group psychotherapy. Ability to identify and effectively utilize resources available in the community to accomplish objectives. Ability to establish and maintain effective working relationships with individuals, families and representatives of other professional disciplines. Ability to present clear and comprehensive oral and written reports.

ADDITIONAL COMMENTS:

EEO Statement: SC DDSN provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex --including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability.

Record Check: Criminal background check will be conducted by SLED, FBI, and DSS Child Registry that indicates no record of conviction, child abuse or neglect. Employment would also be contingent on your passing a pre-employment drug test. DDSN reserves the right to rescind any employment offer in the event our review of your background develops information, including opinions of previous employer or colleagues that cause us to conclude, at our sole discretion, that you are not suited for the position.

Immunization: If this position requires the applicant to work directly with DDSN consumers, a (2) step PPD testing or QuantiFERON TB Gold testing must be completed prior to beginning employment. All new employees who are healthcare providers are required to provide documentation of immunity or be immunized against measles, mumps, rubella, pertussis, Varicella and Hepatitis B prior to beginning employment.

State Disaster Plan: In accordance with the State's Disaster Plan, which includes hazardous weather, DDSN employees may be required to work in times of an emergency or disaster.

College Transcripts: Applicants indicating college credit or degree(s) on the application are required to provide an official, certified copy of the transcript prior to hiring or within a specific time frame required by that area, after hiring.

Driving Record: If this position requires the applicant to possess a valid driver's license to operate a state vehicle or personal vehicle, any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10-year driving record.

Employee Referral: The South Carolina Department of Disabilities and Special Needs supports a Referral Incentive Reward and a Retention Bonus program. You may contact Human Resource for further information.

Supplemental Questions: Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the State application to include all current and previous work history and education. **A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.**

Mental Health Professional III (Board Certified Behavior Analyst) Supplemental Questionnaire

- * 1. If you have been convicted of a misdemeanor or felony criminal offense after your 17th birthday, you MUST list this information under "agency-wide question #1 & #2" regardless of how long ago the conviction(s) took place (unless you have taken steps to expunge your record). This includes fraudulent checks, driving under suspension, disorderly conduct, shoplifting, etc. You may only omit minor traffic violations such as speeding tickets & seatbelt violations, etc. *Please note that conviction of a criminal offense does not bar you from employment in all cases; each conviction is evaluated individually. However, failure to list convictions is considered falsification of the application and may be grounds for termination. It is your responsibility to know what is on your criminal record. If you have questions regarding this requirement, please inquire before you complete your application. Do you understand this statement?
- Yes No
- * 2. Which of the following best describes your highest level of education?
- High School Diploma/GED
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate
 None of the above
- * 3. Are you currently a Board Certified Behavior Analyst (BCBA)?
- Yes No
- * 4. Do you possess professional experience in a mental health, human service or social service program?
- Yes No
- * 5. How many years of professional experience in a mental health, human service or social service program do you possess?
- None
 1 year - Less than 5 years
 5 years - Less than 10 years
 10 years or more
- * 6. Describe your professional experience in a mental health, human service or social service program. If you do NOT possess this experience, enter N/A.
- * 7. I understand that ONLY a complete and accurate application will be considered. I have included ALL current and previous work history and education and know that my resume will NOT be accepted nor reviewed to determine if I have met the qualifications of the position; it will be passed over. I understand that providing false, misleading, or inaccurate information on this application or during the interview process is grounds for disqualification, or termination if already hired. Additionally, the supplemental questions are considered part of my official application. By checking "Yes" I certify that I have followed the application instructions.
- Yes No

* Required Question