

The University of Texas at San Antonio

Job Description

Job Title: Behavioral Intervention Specialist
Code: 13023
Salary Grade: 60
FLSA Status: Exempt
Department/Division: University Police/VPBA
Reports To: Captain, University Police

Summary

- Function: Provides oversight, coordination, and administration of the Behavioral Intervention Team (BIT).
- Scope: Responsible for development, planning, coordinating, and administering programs and services related to the BIT.

Duties

- Typical:
 1. Develops core infrastructures for the BIT, including but not limited to policies and procedures, referral processes, recordkeeping, outreach, content management, strategic planning, and assessment.
 2. Conducts initial reviews and processing of BIT reports.
 3. Responds to reporting parties and witnesses of BIT referrals, and follows up with those individuals as appropriate.
 4. Coordinates and/or facilitates a response to individuals referred to the BIT (staff, faculty, students, and visitors). Provides ongoing follow up with individuals referred to the BIT.
 5. Responsible for developing and implementing a comprehensive communication strategy to ensure the UTSA community, and key campus stakeholders are fully informed of the BIT, and its' mission. Serves as the key point for specific communication, education, and outreach efforts to the campus community on UTSA's behavioral intervention processes and the BIT.
 6. Establishes necessary tracking and reporting methodology and databases, and establishes processes to ensure the accuracy and security of BIT data, reports, and program materials.
 7. Serves as liaison to various university departments and entities concerning the BIT.

<p>8. Works closely with Associate Dean of Students and co-chair(s) of the BIT to provide leadership and support to the campus on related behavioral issues.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Continues long term follow up with individuals referred to the BIT, as appropriate. 2. Remains active in regional, state, and national professional organizations pertinent to the field. Provides ongoing best practices information to UTSA's BIT through the ongoing involvement and awareness of behavioral intervention programs across the country.
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Education

Required	Preferred
Master's degree in Counseling, Social Work, Psychology or related field	Doctoral degree in Counseling, Social Work, Psychology or related field

Other Requirements

Required	Preferred
Demonstrated advanced problem-solving skills, initiative, and management of complex issues and incidents.	Licensed Professional Counselor (LPC)
	Association of Threat Assessment Professional (ATAP)
	Member of National Behavioral Intervention Team Association (NaBITA)
Tact, diplomacy, and judgment necessary in dealing with others.	
Demonstrated skills in project management, casework management, and working with diverse individuals.	
Excellent interpersonal, verbal, and written communication skills.	
Ability to work as a contributing member of a team.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of relevant experience in any of the following areas: behavioral intervention, threat assessment, crisis intervention, program management, and/or case management.	Seven years full time experience in any of the following areas: behavioral intervention, threat assessment, crisis intervention, program management, and / or case management. Experience as part of a case management support team.

Equipment

Required	Possible
Proficiency in use of computer and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Some weekend and after-hours work may be required.

Supervision

Received	Given
General guidance from supervisor and co-chair(s).	N/A
Determines own work sequence within limits of established policies.	

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
