



Sample Job Description

Job Title:	Behavior Specialist Consultant (BSC)
Job Description:	Identify behavioral goals, design appropriate interventions and supervise the implementation of a behavior modification plan that is tailored to the specific needs of the client and family. The Behavior Specialist Consultant oversees the work of the treatment team members as they provide services directly to the client and/or family in the home, school, and day care center.
The intern will gain exposure to these functional areas:	HR Information Systems; Employee relations; Training and development; Benefits; Compensation; Organization development; Employment
Specific responsibilities:	<ul style="list-style-type: none">- Employee orientation and training logistics and recordkeeping- Company-wide committee facilitation and participation- Employee safety, welfare, wellness and health reporting- Provide direct support to employees during implementation of HR services, policies and programs
What skills will the intern learn:	<ul style="list-style-type: none">- Active participation in strategic planning process, including developing goals, objectives and processes- How to engage professionally in HR meetings and seminars with other HR professionals in the region- Gain experience with Human Resources Information system (HRIS) database management and record keeping- Application of HR law and compliance with governmental regulations
Qualifications:	<ul style="list-style-type: none">- Proficient with Microsoft Word and Excel- General knowledge of employment law and practices- Able to maintain a high level of confidentiality- Effective oral and written management communication skills