

Job Title: Behavior Analyst

Job Location: DFW

Easter Seals North Texas is an Equal Opportunity Employer (EOE). Age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, the presence of a non-job related medical condition or disability, or any other category protected by law, shall not be a factor in employment for this position.

SUMMARY

The BCBA functions as the team leader of the Interdisciplinary Autism Treatment Team, providing evaluation, treatment and consultation services to children and adults and their families. The BCBA uses the principles of Applied Behavior Analysis within a family centered approach. The BCBA will develop and carry out programs and activities designed to improve the lives of children with autism and their families.

RESPONSIBILITIES

General

1. Contributes to providing quality care for clients of Easter Seals in whatever capacity is required in accordance with skills and training.
2. Maintains awareness of trends and evidence-based practices.
3. Participates in Easter Seals meetings and on committees as required and appropriate.
4. Knows, abides by and if appropriate enforces Easter Seals Policies and Procedures.
5. Promotes unified, team-oriented atmosphere in all communications and actions.
6. Is professional in appearance and demeanor.

Direct Services

1. Develops ideas, plans, and procedures for initiation, expansion, improvement, and evaluation of Center for Autism services for the benefit of children and families with special needs.
2. Conducts child assessments, as well as re-assessments, assessing skill levels of children utilizing criterion referenced or standardized tests outlined by the program, and create evaluation reports incorporating assessment tools, caregiver reports, and professional reports.
3. Develops and carries out programs designed to meet the individual needs of each child.
4. Promotes family involvement, advocacy, and supports family decisions through involvement and provision of both individual and group family training.

5. Collects and graphs data on a daily basis and keeps accurate, up to date summary data as agreed upon by program.
6. Develops short- and long-term treatment goals, plans and objectives (Plan of Care) based upon the initial evaluation and program requirements, and updates Plans of Care monthly.
7. Coaches family members and/or client in strategies and opportunities for incorporating new skills or techniques into normal routines and activities at home and other natural environments such as school or childcare center, church, a play group or relative's home, etc.
8. Provides school training and support.
9. Instructs client and family members in the proper and safe use of adaptive equipment and assistive technology.
10. Assists in coordinating services and makes appropriate referrals as needed.

Compliance

1. Records client testing results, treatments, responses, and progress on designated forms.
2. Completes all evaluations, treatment progress notes, and discharge summaries and all other required records and paperwork in a timely manner according to stated policy.
3. Develops and maintains all client progress reports and documentation, in compliance with Easter Seals policy and procedure and all other applicable standards, requirements, laws, rule and regulations.
4. Reviews client charts and documents the review according to Easter Seals policy and procedure for quality assurance on a biannual basis.
5. Attends Plan of Care review meetings as required.
6. Ensures client and family confidentiality by complying with Easter Seals policy and procedure, HIPAA (Health Insurance Portability and Accessibility Act) requirements, and any other privacy requirements as may be specified by referral sources, funders or other licensing and regulatory entities.
7. Ensures the safety and security of clients, staff, volunteers and visitors by knowing and following all safety procedures as required by Easter Seals policy and procedure and any other referral sources, funders or other licensing and regulatory entities, and understands the consequences of non-compliance.

Supervision

1. Provides supervision to ABA Trainees, as needed and in accordance with all applicable laws, standards and regulations.
2. Serves as a clinical instructor for students, in accordance with all applicable laws, standards, rules and regulations, and specifically in accordance with the student's educational institutions.

Training

1. Develops and presents staff in-service trainings, as well as to outside agencies.
2. Attends and participates in general staff meetings.
3. Assists in developing and presenting community education and/or training.
4. Attends local and national conferences designed to further knowledge of Autism and Applied Behavior Analysis.

Customer Service

1. Provides exceptional customer service, both internally and externally.
2. Maintains an effective and professional working relationship with consumers and their families/care providers, co-workers and referral sources.
3. Works and communicates as a member of a treatment team.

SKILL AND REQUIREMENTS

Qualifications

1. Master's Degree in Behavior Analysis, Psychology, Education, Occupational Therapy, Speech-language Pathology, or related field.
2. Board Certified as a Behavior Analyst with a minimum of 1 year experience working with children with Autism/ Autism Spectrum Disorders.
3. Certified, by an approved provider, in Adult CPR with AED and Infant/Child CPR.
4. Certified, by an approved provider, in Basic First Aid.
5. Current valid driver's license, proof of insurance and a driving record that meets the standards of the agency.
6. Proof of negative TB test within the past twelve (12) months.
7. Able to pass Easter Seals standard criminal background check.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

NO TELEPHONE CALLS PLEASE

To apply, please send resume and cover letter to Carrie Greer, Director of Outreach and Training at cgreer@ntx.easterseals.com