



Creating solutions, changing lives.

Easter Seals North Texas
1424 Hemphill Street
Fort Worth, TX 76104
817-332-7171

EASTER SEALS NORTH TEXAS JOB OPPORTUNITY

JOB TITLE: Clinical Supervisor Texas Star Academy,
Board Certified Behavior Analyst (BCBA) **DEPARTMENT:** Texas Star Academy

POSITIONS SUPERVISED: NONE **REPORTS TO:** Program Director

FLSA STATUS: Exempt **TYPE OF POSITION:** Full-time

DATE: September 1, 2011 **HOURS PER WEEK:** 40

SAFETY & INFECTION CONTROL: Category II Risk **LOCATION:** Grapevine

Easter Seals North Texas is an Equal Opportunity Employer (EOE). Race, color, national origin, religion, disability, gender, age, or sexual orientation shall not be a factor in employment for this position.

SUMMARY

The BCBA functions as the team leader of the client's Interdisciplinary Autism Treatment Team, providing evaluation, treatment and consultation services to children 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. The BCBA develops treatment plans that:

- improve function and enhance activities of daily life,
- focus on the individuals' and the families' stated needs,
- are individualized to address each client's unique needs, overcoming acknowledged weaknesses by identifying and using their strengths,
- involve the client's natural support system of family and friends to ensure generalization of skills learned in therapy sessions,
- require consistent practice and repetition between therapy sessions to increase efficiency and effectiveness of the treatment plan, and
- are accountable (measurable, meaningful changes are demonstrated).

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.

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3. Participates in Easter Seals meetings and on committees as required and appropriate. The BCBA will participate in bi-monthly case review meetings with ESNT BCBA's, in monthly Plan of Care Review meetings with the client and the Interdisciplinary Treatment Team, in monthly Parent training meetings, in weekly Plan of Care Review meetings with the TSA Treatment Team, and monthly Human Rights and Intervention Committee meetings at UNT.
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 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 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. Ensures collection and graphing of data on a daily basis.
6. Develops short- and long-term treatment goals, plans and objectives (Plan of Care) based upon the initial evaluation and program requirements, and ensures weekly updates to Plans of Care.
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 specific to client goals.
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 ensures maintenance of 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

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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 supervisor for students, in accordance with all applicable laws, standards, rules and regulations, and specifically in accordance with the students' educational institutions.

Training

1. Develops and presents staff in-service trainings and parent trainings specific to client goals.
2. Assists in developing and presenting community education and/or training.
3. Attends local and national conferences designed to further knowledge of Autism and Applied Behavior Analysis and maintain certification requirements.
4. Attends 24 clock hours professional development as required by licensing.
5. Attends and passes CPR/First Aide as required by licensing.

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.

Equipment Used/Machinery Required to Operate

Includes, but is not limited to:

1. Telephone
2. Computer: knowledge of Windows 2000 NT operating system and Office 97 products including Microsoft Word, Excel, Access, Outlook, or ability to learn them independently.
3. Copy Machine
4. Calculator
5. Fax Machine
6. Wheelchairs
7. Walkers
8. Discipline-related equipment

Must be able to:

1. Work at desk/computer a minimum of six hours per day.
2. Drive and have a valid Texas Driver's license.
3. Work independently with minimum supervision and maximum accountability.
4. Transfer, lift, carry, push or pull up to 20 pounds.
5. Walk, bend, squat, reach, crawl, kneel.
6. Move mats and equipment.

QUALIFICATIONS

1. Masters 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, if applicable.
7. Able to pass Easter Seals standard criminal background check.
8. Able to pass DFPS and FBI background check.
9. Able to pass drug test.

WORKING CONDITIONS AND HOURS

Office conditions, outpatient rehabilitation clinic and in-home settings. Primarily office and classroom conditions, with some local travel throughout the DFW area. General working hours are 8:00-5:00 Monday through Friday with 1-hour lunch break, 40 hours/week. Some days require longer hours starting at 7:30 or ending at 5:30.

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.

For more information, please contact:

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