



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

EASTER SEALS NORTH TEXAS JOB OPPORTUNITY

JOB TITLE: Director of Research, Training and Program Development

DEPARTMENT: Autism Treatment Program, working as Research Scientist in collaboration with Dr. Shahla A'lai-Rosales and Dr. Jesus Rosales-Ruiz

POSITIONS SUPERVISED: BCBAs, Senior Coaches, Junior Coaches, and Classroom Coordinator

REPORTS TO: Vice President, Therapeutic and Autism Services

FLSA CLASSIFICATION: Exempt

TYPE OF POSITION: Full-time

DATE: November 1, 2011

HOURS PER WEEK: 40

LOCATION: Multiple ESNT service sites

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.

POSITION SUMMARY:

The Director of Research, Training, and Program Development functions as the team leader of the Interdisciplinary Autism Treatment Team, ensuring that the team is developing and carrying out programs and activities designed to improve the lives of children with autism and their families. Additionally, the Director:

- Ensures the overall quality of day-to-day service delivery;
- Provides clinical consultation to staff;
- Participates in decisions regarding the admission and/or discharging of individual children to and from the program;
- Provides a clinical review of all behavioral intervention procedures;
- Develops and evaluates staff and parent training curricula;
- Oversees staff and parent training;
- Develops, implements, and supervises evidence-based services;
- Summarizes and reviews child outcome data to direct future program development;
- Recruits, interviews, and hires staff;
- Maintains the schedule for the staff and clients;

- Oversees the productivity of staff;
- Assists with marketing of program when needed;
- Oversees purchasing of all items necessary to operations in a fiscally responsible manner;
- Maintains inventory of program supplies;
- Complies with all notice or reporting requirements under DARS contract or other funding sources;
- Performs administrative and other management duties that are in direct support of the program;
- Serves as the liaison between ESNT and UNT staff;
- Continuously evaluates program design and ensures program grows to best meet the needs of the community; and
- Maintains a high quality of service and high standards for program design, staff development, and therapeutic services provided to clients.

TYPICAL RESPONSIBILITIES AND DUTIES:

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are essential job functions:

General:

1. Be at work on time and ready to start work.
2. Regular attendance required during regular business hours; is subject to supervision during working hours; requires interactions with coworkers and supervisors.
3. Participates in Easter Seals meetings and on committees as required and appropriate. The Director will coordinate and participate in quarterly Utilization Review meetings, in twice monthly Plan of Care Review and Collaboration meetings with the Interdisciplinary Treatment Team, and monthly Human Rights and Intervention Committee meetings at UNT.
4. Knows and abides by Easter Seals North Texas policies and procedures.
5. Promotes a unified, team-oriented atmosphere in all communications and actions.
6. Is professional in appearance and demeanor.
7. Contributes to providing quality care for clients of Easter Seals in whatever capacity is required in accordance with skills and training.
8. Maintains awareness of trends and evidence-based practices.

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. Promotes family involvement, advocacy, and supports family decisions through involvement and provision of both individual and group family training.
3. Serves as the contact for for community calls/emails and application requests. Conducts tours of the program and initial consultations for interested clients/community members.
4. Assists in coordinating services and makes appropriate referrals as needed.

Compliance

1. Develops and maintains documentation, in compliance with Easter Seals policy and procedure and all other applicable standards, requirements, laws, rule and regulations.
2. Reviews client charts and documents the review according to Easter Seals policy and procedure for quality assurance on a quarterly basis.
3. Attends Plan of Care review, Collaboration, and other meetings as required.
4. 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.
5. 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 the Autism Treatment team, including BCBAs/Case Managers, ABA Trainees, and other staff members within the interdisciplinary team 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 students' educational institutions.
3. Oversees and conducts initial and ongoing staff training/development.
4. Develops and performs annual performance evaluations of lead staff in the Autism Service lines.
5. Oversees and performs annual performance evaluations of other Autism Treatment team staff.

Training

1. Develops and presents staff in-service trainings.
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.

Collaboration

1. Serves as primary liaison between ESNT and the University of North Texas.
2. Works with various funding agencies during site tours/ presentations, monitoring visits, and through inquiry correspondence.
3. Collaborates with other programs within ESNT to ensure community callers and clients receive the most effective, comprehensive care available.
4. Collaborates with and trains other agencies, when deemed appropriate, in order to replicate ESNT programs in other service areas.

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.

QUALIFICATIONS:

Education: PhD level preferred but, at a minimum, Master's degree in Behavior Analysis, Psychology, Education, Occupational Therapy, Speech-language Pathology, or related field.

Professional Certification: Board Certified as a Behavior Analyst with documented graduate level coursework in behavioral assessment and intervention, selecting outcomes and strategies, behavior change procedures, experimental methods, and measuring and interpreting behavioral data.

Work experience: A minimum of 1 year experience working with children with Autism/ Autism Spectrum Disorders and one or more years of experience in supervising the work of others in an autism treatment setting.

Skills/Abilities: Spanish/English proficiency preferred. Excellent verbal and written communication skills; ability to produce written reports; working knowledge of Windows 2000 NT operating system and Office 97 products including Word, Excel, Outlook; ability to utilize telephone, copy machine, fax machine, and other office equipment.

Physical limitations: Frequent sitting; frequent computer use; intermittent walking, standing, bending, stooping, kneeling; must be able to lift up to 25 pounds.

Job Requirements:

- Must be able to pass a criminal and background check.
- Must pass drug and alcohol screening.
- Current driver's license and proof of automobile insurance if travel in the North Texas area is required.
- Certified, by an approved provider, in Adult CPR with AED and Infant/Child CPR.
- Certified, by an approved provider, in Basic First Aid.
- Must show proof of negative TB test within the past twelve (12) months.
- Must demonstrate strong interpersonal skills and work well with a variety of personalities.
- Must be goal-oriented and mission-focused.
- Must be able to demonstrate the ability to integrate various viewpoints and problem-solve quickly, ethically, and fairly.
- Must be able to demonstrate a strong work ethic and commitment to working well with others.
- Must be able to work independently and with minimum supervision.
- Must be able to demonstrate flexibility and agility in day-to-day work.

WORKING CONDITIONS AND HOURS:

Primarily office conditions, however local travel throughout the DFW area is required. General working hours are 8:30-6:00 Monday through Thursday, with 30-minute lunch breaks, and 9:00-1:00 on Friday. Some additional evening, early morning and weekend work may be required with this position. Flexibility in hours will be determined in consultation with supervisor.

DISCLAIMER STATEMENT

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

For information, please contact:

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