

JOB TITLE: Director of Outreach and Training

JOB LOCATION: Fort Worth, TX

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 Director of Outreach and Training functions as a Program Director for the Easter Seals North Texas Center for Autism's Outreach and Training program. The Director will develop and carry 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;
- Engages in networking activities with other relevant agencies to stay abreast of new advances in treatment or services offered locally;
- Serves as a community liaison for the ESNT CFA Outreach and Training program;
- Develops and implements marketing tasks to encourage client referrals;
- Is responsible for hiring and managing staff for the Outreach and Training program (including but not limited to interviewing, ensuring all necessary paperwork is completed properly and maintained, performing staff reviews and ongoing management, following proper termination procedures, etc);
- Develops, implements and supervises intake and registration protocol for new clients;
- Responds in a timely and professional manner to all interest calls regarding relevant autism services with the intent of matching clients to the best treatment options available within the agency and efficiently enrolling clients who are on a "wait/referral list" into applicable open slots in the agency or referring if necessary;
- Participates in decisions regarding the admission and/or discharging of individual children to and from the program;
- Is cognizant of the program's monthly and annual budget and adheres to it;
- Develops, implements, and supervises evidence-based services;
- Provides clinical consultation to staff;
- Provides ongoing clinical reviews of all behavioral intervention procedures;
- Tracks, summarizes, and reviews program data to direct future program development (including but not limited to client intake & outcome data, growth data, interest log, demographics, etc);
- Develops and ensures implementation of staff and parent training curricula;
- Develops, supervises, and ensures implementation of semesterly Social Skills Group;
- Develops, supervises, and ensures implementation and marketing of annual

- autism community workshops (close to 8 workshops per year);
- Develops, conducts, and supervises staff and parent training;
 - Complies with all notice or reporting requirements as stated under any existing or future contracts with partnering agencies, funders, or other entities; and
 - Performs administrative and other management duties that are in direct support of the program.

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. The Director will conduct monthly staff meetings and clinic reviews with Outreach and Training staff, and will participate in monthly meetings with all agency staff as well as regular (weekly or monthly) program meetings with Center for Autism Vice President and/or Executive VP of Operations.
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. 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 the Outreach and Training program for community calls/emails and application requests.
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 biannual basis.
3. Attends compliance review 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 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 students' educational institutions.

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.

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 close 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 5 years experience working with children with Autism/ Autism Spectrum Disorders is preferred.
3. Documented graduate level coursework in behavioral assessment and intervention, selecting outcomes and strategies, behavior change procedures, experimental methods, and measuring and interpreting behavioral data.
4. Three or more years of experience in supervising the work of others in an autism treatment setting.
5. Certified, by an approved provider, in Adult CPR with AED and Infant/Child CPR.
6. Certified, by an approved provider, in Basic First Aid.
7. Current valid driver's license, proof of insurance and a driving record that meets the standards of the agency.
8. Able to pass Easter Seals standard criminal background check.

WORKING CONDITIONS AND HOURS

Conditions include office environment, outpatient clinic, and in-home settings. General working hours are 8:30am to 5:30pm, Monday through Thursday, with a thirty-minute lunch break and 8:30am to 12:00pm on Friday (37.5 hours/week). 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 job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

TO APPLY

Please send resume and cover letter to Rebecca Morgan, Vice President, Center for Autism at rmorgan@ntx.easterseals.com.