



## **Job Description-Board Certified Behavior Analyst**

<b>Job title:</b>	<i>Board Certified Behavior Analyst (BCBA), Exempt Professional</i>
<b>Reports to:</b>	<i>Co-Owner, Therapy Services</i>

### **Job Purpose:**

The BCBA works with the Co-Owners, BCBA Colleagues, Lead Therapists, Registered Behavioral Technicians (RBT's) and ABA Therapists. The BCBA provides a range of applied behavior analytic (ABA) assessments and clinical services for children with autism spectrum disorders and related developmental disabilities. The BCBA consults, provides training to therapists, conducts behavioral assessments of clients, and designs behavior support plans (BSP').

The BCBA is responsible for coordinating, scheduling, communicating and continually evaluating the effectiveness of functional assessments, behavioral evaluations, behavior support plans (BSP's) and individual education plans for clients on their caseload. The BCBA is a clinical teacher who educates, observes, assesses, and supervises the educational activities and service delivery of Registered Behavioral Technicians and ABA Therapists.

The BCBA is required to adhere to the Behavior Analyst Certification Board Guidelines for Responsible Conduct for Behavior Analysts. The BCBA maintains a weekly billable caseload of service hours as directed by the Director of Therapy.

### **Minimum Duties and Responsibilities:**

- Provides direct ABA therapy to children with Autism and other developmental disorders in the clinic, home, school, and community settings
- Provides parent, teacher, and staff training on the principles of ABA and behavior modification
- Provides training and supervision to Registered Behavior Technicians (RBTs) and ABA Therapists
- Conducts functional behavioral assessments and analysis
- Conducts verbal behavior/language assessments (VB-MAPP/ABLLS-R)
- Develops individualized treatment plans (e.g., goals, objectives, and interventions) and monitor client progress towards goals
- Consults and collaborate with schools, daycares, medical professionals, and other pediatric disciplines
- Assists with administrative tasks and oversight of the therapy department (including ensuring compliance with insurance requirements for session notes, treatment plans, supervision, treatment authorizations, RBT requirements, etc.)
- Opportunities are available for advancement and promotion into director positions for individuals that display great leadership ability, initiative, skill, and dedication to their position and the field of ABA

### **Qualifications:**

- Job Classification-Exempt Professional
- Minimum of Master's Degree required
- Must be a Board Certified Behavior Analyst (BCBA)
- Must have at least 1 year of experience providing ABA services to children
- Must be able to pass a Criminal History Background Check-10 year
- Proven ability to work within a team, leadership and problem solving abilities

- Strong core values, such as integrity, loyalty, trust, leadership, team work are required
- Exhibits positive and proactive approaches to problem solving

**Working Conditions:**

The BCBA is required to be available to work any schedule within TMP’s core business hours of 8:30am-5:00pm Monday-Friday. The BCBA may be asked to work some weekends to assist with respites or community events. TMP Employees first 90 days of employment are considered an Introductory Period. Employees must successfully complete the Introductory Period, which is also considered a new hire training period. Salaried employees are eligible to earn paid time off, sick time, and holiday pay after successful completion of the Introductory Period.

**Physical Requirements:**

- BCBA's must have the ability to lift up to 50 pounds, bend, stoop and reach, as well as be able to effectively handle client physical behaviors to ensure overall safety of client and self.
- The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Direct Reports:**

Megan Haupert, BCBA, Co-Owner, Therapy Services  
 Beth Worman, Co-Owner, Business Operations

<b>Approved by:</b>	<i>Beth Worman, Co-Owner</i>
<b>Date approved:</b>	
<b>Reviewed:</b>	<i>9/28/18</i>

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 Employee Signature

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 Date