



ABA INSIGHT
INSPIRING SUCCESS

JOB DESCRIPTION

POSITION TITLE: LICENSED PROGRAM BEHAVIOR ANALYST

DEPARTMENT: CLINICAL SERVICES

REPORTS TO: AREA MANAGERS

PRIMARY JOB FUNCTION:

- Program Behavior Analysts are responsible for conducting behavioral assessments to develop meaningful treatment programs that will improve the skills and quality of life of individuals impacted by autism within the Medicaid population and Private Commercial Insurances. This job function also requires the training and supervision of behavior technicians who implement the treatment programs.

Essential components of this position are listed below but subject to change at the discretion of ABA INSIGHT. This job description describes essential job functions but does not provide an exhaustive list of duties that may be assigned.

ESSENTIAL JOB FUNCTIONS:

- Conduct Functional Behavior Assessments (FBA) and various skills assessments
- Design and develop individualized behavior programs
- Collect, graph, analyze and report individual and program data
- Monitor client progress ongoing and make related changes as needed
- Provide parent training as an essential component of therapy
- Maintain consistent, reliable schedule with clients
- Supervise direct line staff in order to meet a required therapeutic ratio
- Provide timely responses to the needs of families in a supportive, therapeutic manner
- Maintain regular and effective communication with client families
- Ensures that all customers (including families, paraprofessionals, caregivers and funding sources) are satisfied with services, including active problem-solving and resolution of issues, timely reporting issues, and follow up on resolution
- Collaborate with treatment team members for effective communication and decisions
- Ensure implementation of programs according to company standards of excellence.

OTHER JOB FUNCTIONS:

- Assist with conducting interviews for hiring new staff
- Assist with scheduling of clients as needed
- Provide direct line therapy services to client as needed
- Assist line therapists with hands on feeding, toileting, preparing lunches and needs of the clients
- Attend company required trainings and meetings
- Assist with developing program materials
- Assist with company projects as needed

KNOWLEDGE/SKILLS/ABILITIES:

- Strong understanding of ABA and proven clinical skills
- Self-disciplined with the ability to schedule and attend client appointments and clinical team meetings with consistency, reliability and punctuality
- Professional verbal communication skills internally and externally and excellent writing skills for client progress reports and email communications.
- Excellent organizational skills to meet required deadlines
- Excellent supervisory skills that creates an interpersonal relationship with staff so they feel supported and heard
- An understanding and collaborative attitude aligned with and supportive of the company's mission
- Ability to give and receive constructive feedback

MINIMUM REQUIREMENTS:

- Master's Degree with BCBA Certification
- At least one (1) year experience completing comprehensive functional assessments and behavior support plans, with two (2) years' experience serving individuals with lifelong disabilities in some capacity
- Must be able to pass a background check, Recipient Rights background check and TB test
- Must complete additional training after employment including but not limited to; company in-services and required funding source trainings

- Must be able to lift up to 50 pounds
- Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting and standing) for extended periods of time
- Must be willing to sit on the floor for extended periods of time
- Must be able to restrain and/or transport while utilizing quick body movements as trained
- Must be willing to work in various environments to perform therapy such as home, schools, centers and community settings.
- Must be willing to drive within a 30-60-mile radius as needed for treatment of clients in the home, community and school settings.
- Valid Driver's License and Proof of Insurance required
- Must have access to email and phone contact.

PREFERRED/EDUCATION/CREDENTIALS:

- Completed Master's Degree in Applied Behavior Analysis
- Completed Fieldwork Supervision hours
- Registered Behavior Technician (RBT) or previously completed RBT modules

Signature

Date