



ABA INSIGHT
INSPIRING SUCCESS

Assistant Program Behavior Analyst

Qualifications: The Assistant Program Behavior Analyst must have the BCaBA credential and a developed and demonstrated understanding of ABA principles and practices, DTT, VB-MAPP protocols, and clinical program development and implementation. The ideal candidate must possess strong clinical skills and organization skills, be able to collaborate with a wide variety of community agents, including local agencies, paraprofessionals, families and co-workers.

- BCaBA credential
- At least 1-year experience with development and implementation of DTT programs

Job Description: The Assistant Program Behavior Analyst assists and provides support to the Program Behavior Analyst and the Clinical Area Manager with supervision, training, and program implementation. They will provide case supervision and direct services to our clients with Autism and other developmental disabilities and their families. The ideal candidate will ensure that treatment plans implemented are consistent with the principles of ABA across all client cases. This position may also provide assistance to BCaBA-in-training, BAT or a BT seeking further credentialing.

Duties and Responsibilities:

- **Clinical Program Development.** Administer Functional Behavior Assessments (FBA); Design individualized behavior programs. Manage day-to-day operations of the clinic, if applicable. Provide on-going support and program maintenance to families and clinical team members.
- **Client Services.** Provide direct services to clients as needed; Collect, graph, analyze and report individual and program data. Supervise direct line staff, including BT's, multiple cases or clinical teams.
- **Staff Development.** Provide training and on-going support to caregivers and clinical team members. Direct clinical team meetings, staff and professional development meetings.
- **Collaboration.** Ensure regular and effective communication and coordination with clients, their families, staff and other team member. Maintain a consistent, reliable schedule for clients and staff. Collaborate with BCBA, BT's & other BCaBA colleagues and Insight employees to ensure efficacy and consistency of programs and data.
- **Quality Assurance.** Ensure implementation of programs according to company standards of excellence. Assist in other matters as requested.

Requirements:

- Position requires driving
- Valid Driver's License and Auto Insurance

- Provide negative TB test results
- Provide and clear FBI and DOJ fingerprinting and background check
- Review and implement employee handbook and company policies

Essential Skills:

- 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
- Excellent communication skills, including reports written with clear, concise language, grammatical and spelling accuracy
- Excellent time management skills including a proven understanding of how to allocate between billable hours and non-billable hours, direct therapy hours and supervisory hours
- Mature interpersonal and professional personality including the ability to build rapport, collaborate and handle difficult situations with the clinical team and family
- Excellent leadership skills
- An understanding and collaborative attitude aligned with and supportive of the company's mission
- Ability to give and receive constructive feedback

Physical Requirements:

- Ability to lift 25+ lbs
- Able to drive and ambulate in various environments and locations
- Physically able to implement crisis management strategies and emergency procedures