



## AIC Job Description

**Job Title: Board Certified Behavior Analyst (BCBA)**

**Reports to: Chief Behaviorist**

**Job Purpose:**

Our BCBA's are a part of a rapidly growing team of clinicians who provide individualized behavioral, therapeutic, and consulting services in the home, school, clinic and community settings.

We are a start-up. This position is currently an hourly position, but has the ability to grow into a full-time position, with growth into organizational leadership roles.

**Duties and Responsibilities:**

- Supervises individualized ABA and other behavior and social therapy programs for individuals with autism spectrum disorders, and those without a diagnosis but with behavior support needs, ages 14 months and older, in natural settings- primarily in-home, but additionally out in the community, in the schools, and within other peer-group social contexts. Provides clinical supervision and work direction to treatment teams to include skills enhancement, clinical consultation, and professional development.
- Conducts initial assessment of clients and produces assessment report to include a recommendation for treatment and supervision hours. Assures clients receive interventions to meet the full extent of the services authorized; adjusts staffing of treatment team as appropriate to meet the needs of the client.
- Coaches clinical teams on the procedural implementation of treatment plans via team meetings, and live/in supervision. Reviews data and reports submitted by direct care team, and recommends changes to the program, procedures, and data collection methods to assure programs reflect each child's development and progress towards identified goals.
- Observes and assesses client skills and progress to inform recommendations for ongoing intervention and behavioral programming.
- Creates and leads implementation of Behavior Support Plans as appropriate.
- Collaborates with additional service providers on the client's support team to ensure comprehensive service delivery.
- Addresses program delivery with families; including parent/caregiver coaching, challenges with implementation of program, parent /caregiver participation, and work environment as necessary.



- Reviews progress reports and treatments plans, ensuring that they meet the requirements of regulatory agencies and funding sources and are clinically accurate and appropriate.
- Attends progress and treatment plan review meetings with families and other stakeholders.
- Attaining and achieving position competencies in relation to role responsibilities.
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#### Administrative Responsibilities:

- Meeting productivity requirements set forth in the annual budget under the direction of the Director of Behavioral Health, providing efficient and effective service in all areas of performance.
- Maintain accurate documentation of billable tasks that meets the requirements of regulatory agencies and funding sources and is HIPAA compliant.
- Track direct and indirect client sessions to ensure that services are provided to the full extent of the authorization for each client.
- Participate in recruitment, interviewing, selection, and onboarding of clinical staff.
- Coordinate documentation to ensure reauthorization and continuation of services when necessary.

#### Qualifications:

- Current BCBA Certification at time of hire. Maintenance of active certification status required
- Must maintain clean criminal record and clearance through the Department of Justice and Federal Investigation Bureau
- Must pass health screenings, obtain vaccinations and clear TB testing based on company policy
- Reliable transportation, valid driver's license and valid automobile insurance
- Ability to maintain strict confidentiality and exercise discretion pertaining to the work environment, company and client information
- Ability to appropriately interpret and implement policies, procedures and regulations of The AIC ; training will be provided
- Ability to consistently demonstrate good judgment and decision-making skills
- Knowledgeable and skilled in the use of general office equipment and systems including phones, fax machine, printer/copier, computer/word processing software, email, Google suite, etc.
- Must be timely, reliable, and committed to long-term employment
- Effective written, hearing and verbal communication using the primary language within the workplace
- Must be energetic and creative



**Working conditions:**

Employees in this position work in a dynamic environment that requires sensitivity to change and the ability to respond to changing goals, priorities and needs. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

**Physical requirements:**

While performing the essential functions of this job, the employee is:

- Regularly required to speak, listen and drive to and from service locations
- Frequently required to bend, crouch, feel, grasp, handle, hear, kneel, lift, use mental & visual acuity, push, pull, reach, use repetitive motions, squat, stand, stoop, twist and walk
- Occasionally required to sit and maintain close visual attention; use hands to finger, handle, or feel and reach with hands and arms; lift, carry, load, unload and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee may be required to physically implement behavior management strategies including responding to physically aggressive behavior.

**Direct reports:**

None