



AIC Job Description

Job Title: Registered Behavior Technician Manager

Reports to: Chief Behaviorist

The Registered Behavior Technician manager is a senior-level RBT, with supervisory responsibilities.

Clinical Job purpose:

Under the direct supervision of a Case BCBA, the Registered Behavior Technician Manager (RBTM) implements direct one-on-one applied behavior analytic programs to teach identified skills and mediate problematic behaviors in the home, community, and school settings. RBTMs are dedicated to the field of applied behavior analysis as evidenced by a minimum of one year's experience in the ABA or special education field, and demonstrated fluency in ABA principles and application.

Clinical Duties and Responsibilities:

- Establishes and maintains therapeutic relationship by pairing self as a reinforcing entity and building the value for the client of social interaction with the RBTM
- Implement Client Program and Behavior Plans under the supervision of the Case BCBA (Implement individualized intervention in the reduction of behavioral challenges and promotion of skill acquisition using the principles of Applied Behavior Analysis)
- Provide substitute direct care sessions (as capacity requires); availability and commitment to provide sub support during peak hours 3-8PM (M-F)
- Perform as a collaborative member of an intensive behavioral team, including both district and non-public agency staff, to ensure delivery of high quality interventions across environments
- Use technology to collect accurate, ongoing data on client programs; observe, monitor, and record behavior of clients according to approved procedures, collect and maintain data on individual behavior plans; report progress regarding client performance and behavior with a high level of accuracy, consistency and organization
- Follow set protocols developed by the Case BCBA
- Provide feedback regarding client progress to the Case BCBA
- Work with parents/caregivers to educate them on the correct implementation of intervention principles
- Communicate clearly, respectfully and openly with all team members, clients and their parents/caregivers or other stakeholders
- Assure the health and safety of clients by following health and safety practices and regulations
- Attend and participate in client clinical team meetings



- Participate in staff trainings and staff development days
- Available to work during weekday peak hours, (3:00 p.m.- 8:00 p.m.) and on weekends
- Perform other duties as assigned

Supervisory Duties and Responsibilities:

Under the direction of the Chief Behaviorist

- Compassionately and effectively supervise and mentor assigned BTs, RBTs, LRBTs, and SRBTs
- Conduct BT, RBT, LRBT, and SRBT interviews, and onboarding calls
- Meet with all assigned employees for 30 minutes, monthly, and as requested by supervisor
- Conduct bi-annual employee reviews
- Manage assigned employee calendars, ensure all supervisees are meeting productivity
- Travel across regions, as assigned
- As assigned, complete necessary documentation within required timeframe, including incident reports and other company-related documents and processes
- Provide client-related communication to caregivers and the program team as appropriate and as instructed
- Attend staff meetings, trainings, and other meetings as required; opportunities to lead RBT/BT and All Staff Meetings and trainings
- Support newly hired Behavior Technicians to meet their 60 and 90 Day competencies (including RBT training onboarding and adherence to assigned timeline/workflow)
- Implements ongoing Behavior Technician Clinical Competency Checklists and Remediation Plans
- Manage RBT/BT time off and changes in availability
- Manage all non-clinical RBT/BT inquiries/support and as otherwise assigned
- Attaining and achieving position competencies in relation to role responsibilities, meeting quarterly goals
- Participate in special projects
- For those undergoing BCBA supervision to meet BACB requirements for BCBA, continue through BCBA course sequence, while maintaining passing grades
- Other duties as assigned by the Chief Behaviorist

Qualifications:

Minimum Education, Experience & Training Equivalent to:

- Bachelor's degree
- Active enrollment in an ABA-related master's degree program, pursuing BCBA certification
- Current RBT Certification, in good standing
- Minimum of two years of ABA or related experience
- Supervisory experience, preferred



Required:

- Knowledge of and experience with applied behavior analysis
- Sensitivity to working with an ethnically, linguistically, culturally, and economically diverse population
- Ability to communicate effectively verbally, and in writing, and ability to hear
- Ability to maintain confidentiality and exercise discretion pertaining to all client information
- Ability to appropriately interpret and implement policies, procedures, and regulations of The AIC
- Demonstrate good judgement and decision-making skills
- Skilled in computer systems including Google Suite
- Ability to travel to multiple work sites; reliable transportation required, proof of US valid driver's license and current auto insurance
- DOJ and FBI Clearance; Clean Record
- Must be timely, reliable, and committed to a long-term employment
- Current First Aid/CPR Certification or ability to acquire at employment

Preferred Qualifications:

- Previous experience providing education, coaching and support to families with children with Autism Spectrum Disorder and/or related learning, developmental and behavioral disabilities/disorders
- American Sign Language or bilingual ability in a high-demand language (e.g. Spanish, Mandarin) depending on the assigned region

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 but can be high, depending on the individual client and their home setting.

Physical requirements:

- Frequent bending, reaching, squatting, kneeling, twisting, pointing, holding, manipulating small objects, in order to observe, assess, and interact with clients; ability to move quickly/run
- Ability to stand or sit on a floor for extended periods of time; stand for up to 6-8 hours a day
- Frequent looking, speaking and listening (50%) to clients, staff, and other professionals in meetings and on the phone
- Frequent driving (to and from office and client homes)



- Occasional lifting, carrying, and loading/unloading toys and materials up to and including 25lbs to 50lbs used in home/community-based visits
- Ability to utilize computer, cell phone (iPhone), fax machine, telephone and copy machine
- Must be able to communicate effectively and professionally within the workplace, read and write using the primary language (English) with the workplace

Direct reports:

Behavior Technician, Registered Behavior Technician, Lead and Senior Registered Behavior Technician