
COMMUNITY DEVELOPMENT CENTER

JOB DESCRIPTION *(April 2018)*

Job Classification:

JOB TITLE: ABA Supervising Therapist FLSA: Exempt

REPORTS TO: CCA Clinical Coordinator, Early Intervention Director (ECD) and Executive Director (ED)

DEPARTMENT: Children's Center for Autism

JOB PURPOSE: The ABA Supervising Therapist is responsible for overseeing programmatic areas for an assigned group of children and supervision of RBT staff to ensure best practices within the field of ABA therapy, and communicating with parents and families.

QUALIFICATIONS:

- Licensed BCBA, Licensed BCaBA or currently enrolled in BCBA approved course work with completion expected within one year.
- One year work experience in ABA field.

ESSENTIAL JOB FUNCTIONS:

- Maintain availability in order to address individual parent questions regarding behavior, Positive Behavior Support Plans, or related issues as requested or as needed.
- Block time and conduct ongoing student/staff observations and data collection on problem behaviors/staff fidelity.
- Meet weekly with Clinical coordinator for program updates and planning.
- Provide ABA-related training and consultation to parents and staff members as requested.
- Conduct periodic clinical staff member formal evaluation, particularly regarding staff implementation of ABA principles and data collection.
- Conduct FBAs/FAAs as indicated.
- Develop, write, and train (staff and parents) on any indicated Positive Behavior Support Plan (PBSPs).
- Guide implementation, conduct fidelity checks, and maintain data on all active PBSPs.
- Analyze, graph, and disseminate behavioral data weekly.
- Maintain and communicate proper and transparent documentation of all BCBA observation notes, fidelity data, and graphs that are in alignment with BACB best practices.
- Maintain ongoing supervision of Registered Behavioral Technicians at least 5% of RBT hours each month.
- Provide community awareness and education as requested.
- Write measurable family and behavioral goals for FSPs.
- Conduct Family Support Plan meetings quarterly per client.
- Provide behavioral recommendations per student, staff, parents, family members, and outside professionals who share clients as requested.
- Respond to behavior-related emails from parents/staff within 24 hours.
- Meet weekly with RBTs to provide compiled student updates.
- Build and maintain rapport with students and clinical staff by periodically running sessions as a substitute or as a support staff.
- Serve as program Internship Coordinator, responsible for recruitment, intake, and recordkeeping of interns, training, and placement.
- Conduct parent interviews and child observation visits.
- Write and update treatment plans in accordance to insurance guidelines in a timely manner.
- Verify insurance benefits.
- Write progress notes within a timely manner for each session completed with a client.
- Update client records to maintain accuracy according to DIDD and insurance guidelines.

REQUIREMENTS

KNOWLEDGE: Must be a Licensed BCBA, Licensed BCaBA or currently enrolled in BCBA approved course work and have at last one year work experience in ABA field.

MENTAL: Requires normal and above normal attention with extended periods of high concentration to complete daily, weekly, and monthly reports.

PHYSICAL: Include but are not limited to sitting on the floor, kneeling, bending, squatting, lifting (50 lbs. or less), and other physical activity associated with young children, specifically those with autism spectrum disorder (ASD).

ENVIRONMENTAL: Requires capability of performing essential job functions in a group-based classroom or office under normal lighting and climate tolerances as well as in a variety of home and community settings under conditions which may be somewhat undesirable or distracting.

DEXTERITY: Requires the use of hands, arms, and feet. Some lifting is required. Use of hands and arms to operate a computer, general office equipment, and to complete written reports is required.

AUDIBLE: Requires the ability to communicate including: personal communication, electronic communication, and telephone communication.

VISUAL: Requires the ability to read written information including: letters, texts, and computer screens.

The above description is intended to describes the general content, identify the essential job functions, set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.

I understand and agree to the expectations outlined above.

EMPLOYEE: _____ **DATE:** _____

CLINICAL COORDINATOR: _____ **DATE:** _____