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## COMMUNITY DEVELOPMENT CENTER

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**JOB DESCRIPTION** (*April 2018*)

*FLSA: Non-Exempt*

*Job Classification: 2.5*

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**JOB TITLE:** Registered Behavior Technician

**REPORTS TO:** Clinical Coordinator and ABA Supervisor

**DEPARTMENT:** Children's Center for Autism

**QUALIFICATIONS:** High school diploma with some post-secondary education preferred and the ability to successfully obtain an RBT credential within the 90-day probationary period.

**JOB PURPOSE:** To assist the Children's Center for Autism staff in the delivery of therapeutic strategies to young children with ASD as directed by the Clinical Coordinator/BCBA and the Early Childhood Director while adhering to professional ethics and conduct.

### **ESSENTIAL JOB FUNCTIONS:**

- Implement behavior analytic techniques related to skill acquisition.
- Identify the essential components of and prepare for daily sessions as required by the skill acquisition plan.
- Implement positive behavior reinforcements.
- Implement discrete trial teaching procedures, naturalistic teaching procedures, analyzed chaining procedures, discrimination training, stimulus control transfer procedures, stimulus fading procedures, extinction procedures, and maintenance procedures.
- Identify and retain the essential components of a written behavior reduction plan.
- Application of assigned behavioral strategies in individual and small group sessions.
- Generate objective progress notes describing session occurrences for insurance submission.
- Generate and distribute Daily Notes in a comprehensive and timely manner.
- Conduct preference assessments, skills assessments, and assist with functional assessment procedures.
- Assist in the development and be able to implement the goals outlined in the Family Support Plan (FSP).
- Maintain concentration for accurate, in the moment data collection and documentation in observable and measurable terms as directed by supervisor.
- Prepare effectively for sessions prior (15 minutes) to each session starting, including procedural knowledge, and all materials gathered.
- Assist with the training of family members, caregivers, and other stakeholders.
- Effectively communicate with families consistent with CCA's philosophies and standards.
- Attend and participate in CCA functions as required by supervisor.
- Maintain ethical and professional standards.
- Complete weekly and daily center maintenance jobs in a rotation with other staff members.
- Prepare and gather group and programming materials in rotation with other staff members according to theme.
- Participate in public outreach events as assigned.
- Complete other duties as assigned.

### **OTHER JOB FUNCTIONS:**

- Effectively communicate with supervisors.
- Maintain professional boundaries, avoiding conflicts of interest, and social and other media contacts.
- Maintain professional confidentiality in accordance to RBT credential, state regulations, and insurance requirements.
- Comply with all applicable legal, regulatory, and workplace reporting requirements for abuse or neglects.
- Comply with all legal, regulatory, and workplace requirements for data collection and storage.

### **GENERAL REQUIREMENTS**

**KNOWLEDGE:** Must have a high school diploma, be 18 years of age or older, pass a background check, complete 40 hours of training, and pass a competency-based assessment and exam.

- MENTAL:** Requires normal and above normal attention with long periods of high concentration. This can include memorization of basic behavior analytic procedures, and daily schedules.
- PHYSICAL:** Include but are not limited to sitting on the floor, kneeling, bending, squatting, lifting, intervening with high intensity behaviors, 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 outside of the center under conditions which may be somewhat undesirable or distracting.
- DEXTERITY:** Requires the use of hands, arms, and feet. Lifting is required. Use of hands and arms to interact with children, operate a computer and general office equipment, and to complete written reports is required
- AUDIBLE:** Requires ability to communicate in both personal and telephone conversations with staff, parents, children, therapists, etc.
- VISUAL:** Requires ability to read written information including letters, computer, teaching materials, etc.

Employee should be aware of the potential risks of being bitten, struck, kicked, etc. as a result of working with young children with ASD. This is a physically and emotionally demanding job with great rewards.

The above description is intended to describe the general content, identify the essential job functions, and 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 have read and understood the above job description and the expectations the Children's Center for Autism has for the position of RBT.

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Employee Signature

Date