

# Job Description – Board Certified Behavior Analyst (BCBA)

**TITLE:** Board Certified Behavior Analyst

## **MINIMUM QUALIFICATIONS:**

- Master's degree in Special Education or related human services field;
- Successful completion of internship and/or formal training in the analysis of behavior and instructional strategies training related to working with clients who have pervasive developmental disorders and related disorders, their parents, and other agencies working with client
- Ability to demonstrate competence in behavior management skill, instructional skills, oral and written communication, organizational skills and interpersonal relations
- Ability to work with a variety of clients in regard to age, functionality, and with minimal direction
- Certified as a BCBA for a minimum of 2 years, unless prior approval is granted by Executive Director.
- Knowledge of DTT programming and implementation
- Knowledge of Word, Excel and Outlook systems
- Ability to utilize a fax machine, phone system, and other office materials as necessary for the position
- Ability to respond quickly to phone calls, text messages, and emails
- Flexible availability which includes Monday through Friday 3pm-8pm at minimum
- Current on all required trainings/certifications (see general list of employment qualifications for list)
- Driver's insurance on file with HR Department
- Transportation that is reliable and insured in the state of Missouri or Illinois

**REPORTS TO:** Director of Behavior Supports

**JOB GOAL:** The BCBA will provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis, function analyses and assessment, behavior acquisition and reduction procedures, and adaptive life skills.

A BCBA will also oversee programming of associate behavior analysts and provide ongoing support and supervision to Direct Support Professionals (DSP) as it relates to the implementation and documentation associated with Behavior Support Plans.

## **RESPONSIBILITIES:**

- Function in a supervisory capacity and provide oversight to all areas of programming including the training of direct support professionals, person centered strategies consultants (if applicable) and DSP trainers.
- Assist in the development, facilitation, and follow-up training in Applied Behavior Analysis, using both discrete trial training and natural environment training models of teaching.
- Facilitate and assist in the development and identification of resources and support information for clients and their families
- Provide model teaching and other direct instructional supports including, but not limited to, practicum supervision/teaching, class instruction and in-service instruction to other support professionals.
- Assist in the development and implementation of assessment tools, to conduct functional assessments and analyses when appropriate, and to develop appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.
- Provide ongoing support and training to direct support professionals, ABA implementers, and other individuals in support roles for families.

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- Ongoing training and supervision of paraprofessional staff in implementation of ABA principles and methodology and behavior reduction strategies.
- Create ongoing data collection system to establish baseline and programmatic efficacy for all consumers, and to analyze data on a frequent and ongoing basis to guide programming.
- Develop behavior plans/treatment plans for all consumers with a focus on teaching and other antecedent strategies for reducing problematic behavior(s).
- Meet as needed with supervised staff to discuss ongoing consumer issues and to provide support when necessary.
- Review and sign off on behavior plan/treatment plan training for all field staff and provide field supervision when necessary.
- Utilize Set Works website to enter session notes within 72 hours of each session.
- Provide consultation services and to maintain ongoing communication with all constituents (other supports, parents, community, and community agencies).
- Keep current with the literature, new research findings and resources. In addition, continuing education courses to maintain BCBA certification are necessary (32 credits every 2 years).
- Maintain all data, paperwork, and communication between personal care staff and families, and to provide ongoing feedback to government related agencies that contract with such families.
- Perform other duties as assigned.

*By signing below, I am agreeing upon fulfilling the expectations of my job as written in but not limited to this description of the BCBA position. I understand that the above statements may not describe the full nature of the position, but are intended to describe the general nature and level of qualifications and skills required for the position. I will work to my fullest potential to satisfy the requirements of this position and understand that if I fail to meet any aspects of these job requirements, disciplinary action may result up to and including termination from the agency.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Full time or Part time?		Starting rate of pay:		NH probationary end date:	HR documentation date:
FT	PT	T1:	T2:	(90 days from above)	Int: