



THE INSPIRED COMMUNITY PROJECT

Job Description: Registered Behavior Technician

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| Job Title: | <i>Registered Behavior Technician (RBT)</i> |
| Reports To: | <i>Teaching Assistant, Lead Teacher, Director of Training & Excellence</i> |

About The Inspired Community Project

The Inspired Community Project is a 501(c)(3) educator founded nonprofit providing no-cost early intervention services to neurodiverse children, advocacy coaching for their families, and specialized career training and certification support for those in the community. Creating a self-sustaining, hyper-local, special education resources system, of the community for the community.

Job purpose

Registered Behavior Technician (RBT) is a growth position within our Training & Excellence (T&E) Program housed within the Clinical Department. RBTs are expected to pass an entrance competency exam. Model, practice and carry out Applied Behavioral Analysis (ABA) methodologies. Their T&E Program will provide all of the supervision hours to maintain their RBT certification. They will be expected to work with and support Behavior Technicians who are in the T&E program on their pathway to RBT certification.

Duties and responsibilities

For Training & Excellence

Our Training & Excellence (T&E) Program will provide RBTs with all of the supervision and training that their certification requires. With over 50 out-of-classroom paid training hours, as well as opportunities for mentorship and career counseling, Registered Behaviors Technicians will not only be supported by Board Certified Behavior Analysts but will be supporting and mentoring Behavior Technicians.

- Complete Placement Exam, to gauge competence.
- Weekly required trainings with a Lead Teacher and Director of Training & Excellence
- Once a month, attend a required 3-hour, paid training session
- Track supervision hours and annually renew RBT certification
- Work ethically and with integrity while adhering to the BACB Ethics Code
- Participate in feedback sessions for the Training & Excellence Program
- Utilize the Google Calendar and monitor work email daily

For Students

- Utilize behavior analytic principles and strategies consistent with the organization's mission, vision and values
- Provide 1:1 behavior analytic instruction in a natural, play-based, child-centered classroom setting
- Create a fun, motivating experience to generate the highest level of engagement and learning for every student
- Engage students on their level; physically, emotionally and intellectually
- Ensure that basic physiological and safety needs of the students are met
- Implement evidence-based treatment plans for each child to target adaptive and self-care skills, emotional development, coping and tolerance skills, play and leisure skills, family relationships, language and communication, cognitive functioning, self-management, self-advocacy and independence, safety skills, and social relationships
- Collect data on program targets and utilize an online system to enter, track, and view progress



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- Assist and help facilitate program writing and assessments (Preference assessments, the VB-MAPP, ABLLS and FBAs)
- Attend Related Service sessions to support and aid in the generalization of skills across environments
- Changing diapers (minimum of twice daily), and also facilitate toilet training based on the needs of the student
- Assisting with snacks, packing and unpacking student materials and supplies
- Escorting students to and from the bus or family drop off/pickup locations
- Daily health screening of students for wellness checks
- Adhere to all HIPAA compliance guidelines regarding photographs and other sensitive information

For Classroom Team

- Communicate with classroom team members and student families in a positive manner, referring clinical questions to the classroom teacher.
- Respectfully collaborate with Related Service Providers for generalization of skills across environments.
- Reporting throughout the session on activities and progress that the child makes with the classroom team as well as via the family communication platform.
- Cleaning and sanitizing centers and materials
- Assisting with toy/material rotation on a monthly basis
- **Optional:** Participate in the Junior Board of Directors to have a direct impact on the organization's goals and decisions (Application and review required)
- **Optional:** Participate in a Community Committee (Application and review required)

Qualifications

- High school diploma or equivalent
- Certification from the Behavior Analyst Certification Board (BACB) as a Registered Behavior Technician (RBT)
- Self-starter who has a strong ability to follow-through and complete tasks
- Creative and excited about working within a diverse community
- Strong interpersonal skills
- Strong organizational skills
- Adhere to time and attendance policies and maintain a record, in good standing, of regular and reliable attendance and punctuality, to ensure the consistent engagement and learning of our students

Schedule

- Monday, Wednesday, Thursday, Friday - 8am to 3:30pm
- **Tuesdays** - 8am to 5pm
- Once a month, usually the **First Tuesday of each month, requires Intensive Training (paid) 3:00-6:00**. Optional Community Dinner will be provided after training.
- Employee Appreciation Day - Paid Day for Community Activities
- Autism Advocacy Day - Paid Day for Advocacy Work



Requirements

- Background Check
- Fingerprinting
- Active Aspire Registry [Register here <https://tinyurl.com/RegAspireID>]
- Register for ECETP e-Learning [Register here <https://tinyurl.com/trainingECETP>]
- ECETP Training: Mandated Reporter [Free, 5hrs, online] To be completed prior to start date.
- ECETP Training: Foundations in Health and Safety e-Learning [Free, 5hrs, online] To be completed prior to start date.
- Training - CPR/Provision of first aid and emergency medical assistance
- Training - Use of an epinephrine auto-injector

Benefits

- RBT Rate: \$50,000/ year
- Weekly Payroll
- Medical, Dental, Vision - effective immediately upon hire
- Mental Health Wellness Benefits
- Life Insurance
- Flexible Spending Account (FSA)
- Dependent Care Account (DCA)
- Health Saving Account (HSA)
- Commuter Benefits
- Financial Literacy Training & Support
- Tuition Support
- **Discretionary PTO Days:** 5 PTO days per calendar year to be used for sick or personal business
- **Predetermined PTO Holidays:** MLK Day, Presidents Day, Employee Appreciation Day (March), Autism Advocacy Day (April), Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Thanksgiving & Black Friday
- **Predetermined PTO Weeks:** Last week of August & the week between Christmas and New Years