

POSITION PURPOSE

Provide applied behavior analytic (ABA) assessment and therapy services for children with autism spectrum disorders and related developmental disabilities.

ESSENTIAL FUNCTIONS & BASIC DUTIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Completes and writes behavioral assessments and develops treatment plans for families participating in the ABA program.
2. Implements individualized and evidenced based interventions for ABA clients.
3. Conducts parent training sessions and communicates changes/updates to families.
4. Supervises and mentors BT, RBT and/or BCBA candidates.
5. Attends treatment planning and team meetings.
6. Completes daily documentation & scheduling of BT/RBT under their supervision.
7. Assists, substitutes, and/or helps other staff as needed to ensure continuity of coverage for the children being served.
8. Provides administration with updated credentials as needed.
9. Collaborates with administration and other disciplines to ensure quality services for children and families.
10. Participates in annual performance reviews for professional development and growth.
11. Provides feedback to administration regarding ways to enhance continued improvement of the ABA program.
12. Responds positively to feedback concerning job performance.
13. Participates in Multidisciplinary conferences as needed.
14. Demonstrates continued growth in therapeutic skills through learning, knowledge and application.
15. Communicates any needs or concerns with administration.
16. Upholds and incorporates the core values, vision, mission and philosophy of Pediatrics Plus into all job responsibilities.
17. Displays an understanding of the leadership and management style of Pediatrics Plus.
18. May perform other related and non-related duties, as assigned.

COMPETENCIES

Child and Family Centered Focus:

- Demonstrates a commitment to children and families.
- Manages difficult or emotional situations.
- Responds promptly to children's and families' needs.
- Solicits child/parent feedback to improve care.
- Responds to requests for service and assistance.

Dependability:

- Follows instructions, responds to management direction.
- Takes responsibility for own actions.
- Keeps commitments.
- Completes tasks on time or notifies appropriate person with an alternate plan.

Leadership Development:

- Incorporates leadership principles taught by center.
- Develops personal leadership skills.
- Fosters quality focus in others, improves processes, products and services.

Organizational Support:

- Follows policies and procedures.
- Completes administrative tasks correctly and on time.
- Supports organization's goals and values.
- Benefits organization through outside activities.

Professionalism:

- Approaches others in a tactful manner.
- Reacts well under pressure.
- Treats others with respect and consideration regardless of their status or position.
- Accepts responsibility for own actions.
- Follows through on commitments.

Quality:

- Demonstrates accuracy and thoroughness.
- Looks for ways to improve and promote quality.
- Applies feedback to improve performance.
- Monitors own work to ensure quality.

Safety & Security:

- Observes safety and security procedures
- Determines appropriate action beyond guidelines.
- Reports potentially unsafe conditions.
- Uses equipment and materials properly.

Teamwork:

- Balances team and individual responsibilities.
- Exhibits objectivity and openness to other's views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Puts success of team above own interests.
- Able to build morale and group commitments to goals and objectives.
- Supports everyone's efforts to succeed.

QUALIFICATIONS**Education/ Certification:**

- Master's degree in behavior analysis or related field

- Active status as Board Certified Behavior Analyst (BCBA) or upcoming BCBA eligibility (exam scheduled)

Skills/ Abilities:

- Experience working with individuals diagnosed with ASD and other developmental disabilities
- Proficient with Microsoft office suite (Word, Excel, PowerPoint).
- Independent and fast learner with computers and software
- Exceptional professional, interpersonal, social, organizational, and communication (written and vocal) skills
- Works effectively as part of a team
- Reliable, positive, enthusiastic, flexible, hard-working
- Must have regular access to a reliable vehicle
- Background check required
- Ability to maintain regular and punctual attendance. Ability to complete tasks in a timely manner

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to walk/run; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is frequently required to stand and stoop, twist, bend, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is required to maintain regular and punctual attendance. The employee is required to complete tasks in a timely manner.