



BCBA POSITION REQUIREMENTS

The Board-Certified Behavior Analyst (BCBA) is a highly qualified professional responsible for providing specialized behavior analysis services to individuals with behavioral and developmental challenges. This role requires expertise in behavior analysis, a commitment to ethical practice, and a focus on improving the lives of clients through evidence-based interventions.

Position Requirements:

- Master's degree or higher in Applied Behavior Analysis or a related field and a minimum age of 18.
- Board Certified Behavior Analyst (BCBA) certification from the Behavior Analyst Certification Board® and having successfully passed the BCBA examination.
- A minimum of two (2) years of experience providing direct services to individuals with ASD, mental health disorders, developmental disabilities, or intellectual disabilities, including designing and overseeing behavior intervention plans.
- Being an Effective team player, having strong communication, organizational, and interpersonal skills. The ability to work under pressure, adapt to department needs, and maintain confidentiality. Must adhere to the BCBA Ethics Code and demonstrate knowledge of Medicaid Guidelines and relevant State laws.

Responsibilities:

- Conduct comprehensive assessments of individuals to identify behavioral and developmental challenges.
- Design and oversee the implementation of individualized behavior intervention plans.
- Train and supervise Registered Behavior Technicians (RBTs) and behavior intervention staff.
- Collect and analyze data to assess the effectiveness of behavior intervention plans and make necessary adjustments.
- Collaborate with parents, caregivers, educators, and other professionals to ensure consistency and continuity of services.
- Stay current with research and best practices in the field of behavior analysis.
- Maintain documentation and records in compliance with regulatory standards.
- Adhere to the Behavior Analyst Certification Board's (BACB) Professional and Ethical Compliance Code.

Workplace Environment:

- Work in various settings, including homes, schools, clinics, and community environments.
- Potential exposure to challenging behavior and physical demands.
- Must have reliable transportation to travel between job sites as needed.

Supervision: The BCBA will work closely with other qualified professionals such as RBT's and BCaBA's that he or she will be supervising. This position requires that the qualified BCBA ensures compliance with applied behavior analysis principles and maintains supervisee's or trainees ongoing supervision for the minimum 5% of monthly worked hours.

Certification of Receipt and Understanding: By completing this application for Employment, I certify that I have reviewed and understood my position description, including duties, responsibilities, and the workplace environment, as outlined in this job description. I agree to fulfill the duties described herein.

My Mind & Me ABA Associates, Inc.,

URL: <https://mymindandmeabaassociates.com> | Email: mymindandmeabaassociates@outlook.com

EMPLOYMENT APPLICATION

Last name: _____ First: _____
S.S.N: _____ DOB: _____ Sex: ☐ Male ☐ Female
Provider ID: _____ or ATN: _____
Current Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____
Are you over 18 years of age? ☐ Yes ☐ No
Who referred you to this company? _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
How is this person related to you? _____
Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
How is this person related to you? _____

EDUCATION HISTORY

Last school: _____
Year of graduation: _____ Degree: _____
Prior School: _____
Year of graduation: _____ Degree: _____

EMPLOYMENT HISTORY

Company: _____ From: _____ To: _____
Address: _____
Supervisor: _____ Phone: _____
Company: _____ From: _____ To: _____
Address: _____
Supervisor: _____ Phone: _____

POSITION

Position: _____ Date you can start work: _____

Are you currently employed? ☐ Yes ☐ No

If so, may we contact your current employer? ☐ Yes ☐ No

General

List all languages you speak:

_____	Minimal <input type="checkbox"/>	Fluent <input type="checkbox"/>
_____	Minimal <input type="checkbox"/>	Fluent <input type="checkbox"/>
_____	Minimal <input type="checkbox"/>	Fluent <input type="checkbox"/>

PERSONAL BACKGROUND INFORMATION

Have you ever been bonded? ☐ Yes ☐ No

If so, explain: _____

Have you ever been convicted of a felony, more specifically, within the past 5 years? ☐ Yes ☐ No

If so, explain (this will not necessarily exclude you from consideration:

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application will be grounds for dismissal.

Candidate Signature: _____ Date: _____

FOR EMPLOYER USE ONLY

Candidate Interview Date: _____

Candidate Background check Date: _____ Background clear: ☐ Yes ☐ No

Candidate Hire Date: _____

Name of Employer's Representative _____ Signature _____

My Mind & Me ABA Associates, Inc.,

URL: <https://mymindandmeabaassociates.com> | Email: mymindandmeabaassociates@outlook.com