



BCaBA POSITION REQUIREMENTS

The Board-Certified Assistant Behavior Analyst (BCaBA) is a dedicated professional specializing in the field of applied behavior analysis (ABA). This role involves supporting individuals with behavioral and developmental challenges through the application of behavior analysis principles under the supervision of a Board-Certified Behavior Analyst (BCBA).

Position Requirements:

- Bachelor's degree or higher in a related field and a minimum age of 18.
- Board Certified Assistant Behavior Analyst (BCaBA) certification from the Behavior Analyst Certification Board® (BACB), and successful completion of the BCaBA examination.
- A minimum of two (2) years of experience providing direct services to individuals with ASD, mental health disorders, developmental disabilities, or intellectual disabilities.
- 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. Proficiency in behavior analysis techniques, data collection, and intervention implementation. Effective communication and collaboration skills. Commitment to ethical practice and adherence to the BACB's Professional and Ethics Code.

Responsibilities:

1. Implement behavior intervention plans designed by a supervising BCBA.
2. Collect and analyze behavioral data to evaluate the effectiveness of interventions.
3. Provide direct services to clients in various settings, including homes, schools, clinics, and community environments.
4. Collaborate with clients, families, educators, and other professionals to ensure coordinated care.
5. Maintain accurate and confidential records in accordance with BACB standards and the Ethics Code for Applied Behavior Analysis.
6. Assist in the development of behavior intervention plans based on assessment findings.
7. Adhere to the BACB's Professional and Ethical Compliance Code, upholding ethical standards in all aspects of practice.

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 BCaBA will work closely under the supervision of a qualified BCBA, ensuring compliance with applied behavior analysis principles. Ongoing supervision is required for a minimum of 5% of monthly work hours and it will be responsible to closely supervise RBT's.

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.

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