

## **Limitless Learning, LLC**

### **Board Certified Behavior Analyst Position Job Description**

**Reports to:** Operations Manager

**Purpose:** BCBA will provide support to individuals and their families/caregivers by coordinating and providing services of Applied Behavior Analysis, functional analysis and assessment, behavior acquisition and reduction of procedures, as well as adaptive life skills.

BCBAs will also oversee program implementation and provide ongoing support and supervision to RBTs as it relates to the implementation and documentation of Behavioral Support, Treatment Plans, and Client Programming Goals.

#### **Minimum Qualifications, Requirements, and Skills:**

1. Master's degree in Special Education, Psychology, Education, or related field regarding Behavior Analysis.
2. Successful completion of internship or formal training in the analysis of behavior and instructional strategies training related to working with clients who have pervasive developmental disabilities and related disorders, their parents/caregivers, and other agencies working with clients.
3. Ability to demonstrate competence in behavioral management skills, instructional skills, oral and written communication, organizational skills, and interpersonal relationships.
4. Ability to work with a variety of clients, regardless of age or functionality, with minimal supervision and direction.
5. Certification as a Board Certified Behavior Analyst from BACB and maintain current Alabama board licensure.
6. Working knowledge of Word/Google Docs, Excel/Spreadsheets, Graphing, Data Collection, office equipment, and other materials/software necessary to complete job tasks in a timely manner.
7. Maintaining all required training, certifications, and Continuing Education to perform job duties without lapse in licensing and certification.
8. Ability to respond quickly to emails, telephone calls, and text messages from employers, caregivers, behavioral technicians, and interns in a timely manner. (Maximum response time will be 24 hours from time received.)
9. Maintenance of consistent attendance and punctuality consistent with clinic and client needs.
10. Open communication with supervisory staff.
11. Prepare and conduct ongoing client team meetings.
12. Manage and update client's program book based on client and technician needs regularly according to treatment plan and progress .
13. Conduct VB-MAPP, ABLLS-R, ALFS, or other curriculum assessments necessary to assess clients based on their specific needs.

14. Assist with daily changes and updates to schedule as children and/or staff are out due to illness, vacation, or other needs.
15. Receive supervision from the Operations Manager for each client they work with on a monthly basis.
16. Prepare social skills, circle time, gross motor, teaching, etc.
17. Delegate stimuli prep to behavior technicians as time allows.
18. Maintain a positive relationship with families/caregivers, children, staff, and others.
19. Work effectively and positively with parents/caregivers to improve quality of life for children and families.
20. Create an ongoing data collection system to establish baseline and programmatic efficacy for all clients and to analyze data on a frequent and ongoing basis to guide programming.
21. Meet as needed with administrative and supervisory staff to discuss ongoing client issues and provide support when necessary.
22. Maintain all data, paperwork, and communication between RBT staff and families, and to provide ongoing feedback to insurance and government agencies that are in contact with such families as needed.
23. Maintain HIPAA compliance with all client/caregiver information obtained and stored by the clinic as needed.
24. Complete in Bi-Monthly RBT Performance/Supervision feedback for each Registered Behavior Technician on staff. (Operations Manager will create the form and schedule.)
25. Will participate in initial 90 day performance evaluations as required by the Operations Manager.
26. Create and update treatment plans every 6 months based on client and insurance needs and/or requirements. Will submit treatment plans to Operations Manager for review, make necessary adjustments, then submit to Billing Specialist for submission.

**Availability:**

Must maintain a minimum of \_\_\_\_\_ hours per week for employment.

Must maintain a minimum of \_\_\_\_\_ billable hours per week for employment.

Must maintain frequent and timely contact and communication with the director and administrative staff.

**Physical Demands May Include:**

1. Lifting, carrying, pushing, and/or pulling, upto 50 pounds.
2. Assist with lifting, holding, or positioning children with disabilities (including physical, behavioral, learning, etc.
3. Sitting or stooping on the floor for extended periods of time.
4. Standing, walking, or bending for extended periods of time, and repeatedly throughout the day.
5. Outside duties (Assisting with dropoff/pickup, field trips, and supervision of children on the playground.)
6. Must be able to work well in a noisy, sometimes chaotic environment.
7. Independent mobility to move about the classroom and clinic throughout the day.

8. Visual abilities required, such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus as needed.
  9. Use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, as well as taste and smell.
  10. Must have the ability to move quickly and keep pace with toddlers/small children and have the stamina to remain alert and energetic during therapy sessions.
- Note:** There is little potential for harm or personal injury when basic safety and health are followed.