



EXHIBIT A

Pediatric Therapy Center
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JOB DESCRIPTION:

JOB TITLE: BOARD CERTIFIED BEHAVIOR ANALYST/ASSISTANT BEHAVIOR ANALYST/PROVISIONAL LICENSEE

EMPLOYEE NAME:

EMPLOYEE DOB: _____

REPORTS TO: CLINIC DIRECTOR, EXECUTIVE DIRECTOR

DATE REVISED/APPROVED: 8/2024

TODAYS DATE:

Summary: The Board Certified Behavior Analyst, Assistant Behavioral Analyst, Provisionally Licensed Behavior Analyst is responsible for overseeing a caseload and monitoring program progress of each client they serve. The BCBA, BCaBA, Provisional Licensee completes assessments, writes treatment plans, completes treatment modifications with clients, supervises RBTS, writes daily and monthly progress reports, completes parent training, and participates in meetings with the interdisciplinary teams. The individual will analyze data collected by behavioral technicians and program supervisors to determine if the interventions they created are effective in creating the desired behavior change for the client. If they are not, the BCBA, BCaBA, Provisional Licensee must implement new strategies utilizing the principles of Applied Behavior Analysis to bring about desired behavior. This person will act as liaison between families and Children's Behavioral Services, LLC for child programs.

Starting Job Salary: \$45,000-\$75,000

Job Responsibilities (but not limited to): The following is a summary of job responsibilities that are included for the Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst. These statements may not describe the entire job, but are intended to describe the general nature, essential functions, and level of qualifications and skills required for the position.

Behavior Analyst Job Responsibilities:

- Works with each client on at least a weekly basis.
- Completes a minimum of 120 billable hours a month, additional time used for non-billable time.
- Utilizes the principles of ABA, including reinforcement, prompting and fading, shaping, chaining, maintenance and generalization, extinction and punishment (including DTT, NET, FBA, FA, and other behavior analytical procedures as needed) to develop, update, and analyze goals and data in collaboration with BCBAs.
- Responsible for intervention planning and implementation of clinical cases and develops behavioral strategies that also assist the parent or guardian in implementing the behavior plan.
- Conducts, writes and reports initial assessments and 6-month progress reports in a timely manner.
- Evaluates results of ABA therapy by ongoing observation and training of Registered Behavior Technicians, reviewing data collection and graphs, and assessing patient's progress then recommending and implementing adjustments and modifications to the treatment plan.
- Completes regular parent training sessions to ensure continuation of care.
- Responsible for covering unstaffed shifts upon callouts of other BCBAs and BT/RBTs.
- Assembles the data binder or delegates the management of the electronic data binder to the program supervisor/lead Registered Behavior Technician.



- Tracks and ensures compliance regarding legal, ethical, and safety issues including working with families and vulnerable populations.
- Documents patient care services by completing daily patient care records.

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- Maintains a safe and clean working environment by complying with company policies.
- Protects patients and employees by adhering to infection- control policies and protocols.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies, and sharing knowledge learned with the clinical team.
- Responsible for ensuring quality and integrity of services for all clients.
- Conducts new staff training, on-going training for behavioral therapists and ongoing monthly supervision.
- Helps plan and conduct a bi-monthly internal team meeting to discuss various ABA techniques and client progress/updates
- Helps with planning and conducting short monthly meetings regarding ABA techniques
- Completes ongoing evaluations of behavior technicians and BCBAs in collaboration with the Clinical Director.
- Shares responsibility with BCBAs and scheduler for maintaining the client's schedule of sessions and for tracking and coordinating all hours and make-up sessions.
- Complies with federal, state, and local legal and certification requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, and advising management on needed actions. This includes compliance with CPT code requirements and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Maintains respect and confidentiality for all clients and acts in compliance with the BACB Ethical Code.
- Ensure notes are meeting insurance required standards as well as standards set forth by the governing Behavior Analyst Certification Board.
- May attend IEPs, conduct school observations and/or support parents in communication and collaboration with schools and other service providers.
- May also require interacting with funding agencies, managing referrals and other administrative duties.
- May assist Human Resource Director with hiring additional ABA staff members.
- The Assistant Behavioral Analyst and Provisionally Licensed Behavior Analyst will be supervised by a Board Certified Behavior Analyst per National and State Regulations.
- Attend in person (unless otherwise approved by the owner) all staff meetings.
- Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst must complete the board approved 8 hours of supervision courses needed to supervise RBT's.
- The employee may be asked to perform duties not listed in this job description, but which are considered to be essential to the employment position and the needs of the company.

Qualifications:

The individual must hold a current Missouri Board Certified Behavior Analyst or Assistant Behavior Analyst License or Provisional License. The Board Certified Behavior Analyst or Assistant Behavior Analyst, must also hold a current Board Certification through the Behavior Analyst Certification Board. If any of the licenses lapse, the employee will not be



eligible to continue work until the license is updated and on file. Current CPR/AED and BLS for HealthCare certification is required. (If the provider does not have a current certification, classes and completion of the test must be completed within the first 90 days of employment.)
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Therapeutic Skills:

- Patience
- Ability to build rapport and interact well with children, adolescents and adults.
- Ability to work cooperatively as a therapy team member.
- Ability to work well independently.

Other Requirements:

- Must have reliable transportation
- Must maintain a minimum of the state required liability auto insurance, providing proof during each quarter of the year
- Current driver's license
- Be able to drive between appointments for those completing in-home or school-based services

Language Skills:

- Ability to read and interpret documents, including but not limited to programs, behavior plans, meeting notes, treatment plans modifications, safety rules, policies and procedures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to write daily therapy notes that meet insurance standards and properly oversee RBT therapy notes to ensure insurance compliance.
- Ability to record and understand data.
- Ability to communicate effectively and professionally verbally and in writing.

Mathematical and Reasoning skills:

- Ability to add, subtract, multiply, divide and use a calculator to report and record data.
- Ability to solve practical problems
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Competency and other skills:

- Ability to use Microsoft Word, Excel, Google Drive, instructional apps, and other company apps and systems.
- Ability to use email, scanners, and attach documents to communicate with the team members and transmit data as required by supervisors.
- Sense of personal responsibility for work performance and a professional attitude.
- Maintain regular attendance and arrive on-time for shifts according to company policies.
- Follow absence reporting and shift re-scheduling policies.

Physical and Other Demands:

- The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sit (including on the floor), walk, jump, climb, crawl, carry materials, transition clients
- Use hands to write, type, sign to clients, provide promoting to clients and manipulate teaching materials.
- Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Mental demands include the ability to learn, adapt to changes, pay close attention to details, exercise discretion and good judgment, develop options and solutions to crises and problems,



gather and analyze facts, conditions, and professional behavior deal with stressful situations and adhere to company policies and procedures.

- Clients with whom the Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst

serves, may engage in frequent, intense, and/or sustained challenging

behaviors of concern. These may include but are not limited to aggression towards themselves or others, property destruction, inappropriate vocalizations (cursing, screaming, crying, etc.), noncompliance and elopement. The individual must be able to consistently implement each client's individual behavior plan/guidelines and crisis plan as directed in these situations.

- Due to the changing needs of the clients and their progress/lack of progress on skills and programs, frequent changes to programs, plans and protocols will be made by supervisors. The Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst must be able to read, understand, and implement all such changes in a timely manner as directed. The individual must also be able to appropriately accept and implement all constructive feedback from supervisors and Executive team members relating to these changes and/or performance.
- The employee at any time needs to be able to lift, stoop, squat, kneel and move 40+ pounds independently or a child's weight with assistance as appropriate.
- The employee at any time needs to be able to implement physical and nonphysical crisis intervention procedures according to company- specific crisis intervention training must be provided before completing a physical crisis intervention.

Work Hazards:

- Clients may engage in challenging behaviors which may pose a risk of injury to staff. Behaviors may include but are not limited to physical aggression, property destruction/throwing items, and challenging behaviors involving bodily fluids. The Board Certified Behavior Analyst, Assistant Behavior Analyst, Provisionally Licensed Behavior Analyst will be required to utilize personal protective equipment as directed to minimize risk of injury.
- Exposure to bodily fluids (i.e., during assistance and teaching self-care and toileting skills, administering first aid if needed).

Job Setting:

- Sessions with clients may take place in a variety of settings, including but not limited to: clinic, client's home, outdoors, school, community (i.e., day programs).
 - In-home and school-based services will be determined on need and discretion of staff and provider.

Evaluation:

Performance of this job will be evaluated regularly. All employees are subject to a 90-working day probationary period of employment upon hire. A 6-month and 1-year performance review will be conducted. Thereafter, an annual performance review will be conducted and others as needed based on company needs.

I acknowledge that I, _____, have read the above job description in its entirety and I am able to perform this job as described above.

Printed Name

Employee Signature

Date

Human Resources Director Signature

Date



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