



Behavior Intervention Services
PO Box 683 Willow Springs, MO 65789
(P) 573-883-6761
(F) 417-815-9405
childrenbehavioralservicesllc@gmail.com

JOB DESCRIPTION:

JOB TITLE: BOARD CERTIFIED BEHAVIOR ANALYST/ASSISTANT BEHAVIOR ANALYST

EMPLOYEE: _____ REPORTS TO: Clinical Director or
Executive Director

PREPARED BY: Amanda Riviello, Owner DATE: 03/01/2023

APPROVED BY: Amanda Riviello, Owner TODAY'S DATE:

Mission & Value: Mission and Values: Our mission is to help each child strive to meet his/her absolute and fullest potential. At Children's Behavioral Services, we dedicate ourselves to providing exceptional therapy services to children and their families in Howell and the surrounding counties. We provide an interdisciplinary team that works together to support both families and their children, the community members, and one another through continuing education. We strive to serve each family with the utmost compassion, care, and respect. Each staff member works to provide an enriched, educational, and motivating environment where children can learn and grow. Each family we serve is a new opportunity to make a difference in a child's life. Each of these kids is an inspiration to all of us and there is nothing more precious than a child, so we have dedicated our careers to serving the children of the Ozarks. If you have these values, we look forward to having you on our team!

Summary: The Board-Certified Behavior Analyst or Assistant Behavioral Analyst assesses and provides direct services to clients in a 1:1 format. This individual also supervises and directs Registered Behavior Technicians on client goals and treatment plans. The BCBA or BCaBA completes an assessment, write treatment plans, completes treatment protocols with clients, supervises RBTS, writes daily and monthly progress reports, completes parent trainings, and participates in meetings with interdisciplinary teams.

Job Responsibilities: The following is a summary of job responsibilities that are included for the Board-Certified Behavior Analyst or Assistant 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:

- Facilitates development and rehabilitation of patients with mental, emotional, and physical disabilities by planning and administering medically prescribed behavior analysis services.
- Meets the patient's goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining behavior analysis treatment plans in consultation with physicians or by prescription.
- Helps patients develop or regain communication.
- Implements programs 1:1 with patients
- Promotes maximum independence by selecting and constructing therapies according to an individual's physical capacity, intelligence level, and interest.

- Evaluates results of speech therapy by observing, noting, and evaluating patients' progress and recommending and implementing adjustments and modifications.
- Completes discharge planning by consulting with physicians, nurses, social workers, and other health care workers.
- assures continuation of therapeutic plan following discharge by designing and instructing patients, families, and caregivers in home exercise programs; recommending and /or providing assistive equipment and recommending outpatient or home health follow-up programs.
- Documents patient care services by charting in patient and department records.
- Maintains patient confidence and protects clinical operations by keeping information confidential.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- 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.
- Trains speech therapy staff by providing information and developing and conducting in-service- training programs.
- 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.
- Contributes to team effort by accomplishing related results as needed.
- Adheres to the company's policies and procedures.
- 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.

Qualifications:

The individual must hold a current Missouri Board Certified Behavior Analyst or Assistant Behavior Analyst License. Current CPR/AED and BLS for Health Care 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.

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, maintain current auto insurance and current driver's license, and 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 plan 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 and record timesheet data.
- 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, and 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, 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 a disability to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear, sit (including on the floor at times), and use hands to write, providing assistance to clients and manipulating teaching materials.
- Specific vision 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, courteous and professional behavior, deal with stressful situations and adhere to company policies and procedures.
 - Clients with whom the Behavior Analyst serves, may engage in frequent, intense, and /or sustained challenging behaviors of concern. These may include but are not



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limited to aggression towards themselves or others, property destruction, loud inappropriate vocalizations (cursing, screaming, crying, etc.), noncompliance, and running off/leaving the area. The Behavior Analyst 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 Behavior Analyst must be able to read, understand, and implement all such changes in a timely manner as directed. The Behavior Analyst must also be able to appropriately accept and implement all constructive feedback from supervisors 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.

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 Behavior Analyst will be required to utilize personal protective equipment as directed to minimize risk of injury.

Job Setting:

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

Evaluation:

The performance of this job will be evaluated regularly. All employees are subject to a 90-day probationary period of employment upon hire. A 6-month evaluation will be completed for new staff. An annual performance review will be conducted with a possible yearly raise based on the salary schedule.

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

Printed Name

Administration Signature

Date

Employee Signature