



Pediatric Therapy Center  
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**EXHIBIT A:  
JOB DESCRIPTION:**

**JOB TITLE: BEHAVIOR TECHNICIAN/REGISTERED BEHAVIOR TECHNICIAN**

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**EMPLOYEE NAME:**

**EMPLOYEE DOB:**

**REPORTS TO: ABA SUPERVISOR, CLINICAL DIRECTOR, EXECUTIVE DIRECTOR**

**DATE REVISED/APPROVED: 5/2025**

**TODAYS DATE:**

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**Summary:** The Behavior Therapist/Registered Behavior Technician provides direct ABA therapy services to clients in 1:1 settings. The behavior line therapist/registered behavior technician implements individualized behavior plans, treatment plans, and ABA teaching programs with clients to teach each client new skills and reduce behaviors of concern. The behavior line therapist/registered behavior technician also assists in providing training on these plans and programs to parents and other caregivers.

**Starting Job Salary:** \$15-\$20/hr (*starting salary varies based on prior experience, education and training. Pay increases are provided based on exemplary performance on regularly scheduled performance evaluations*)

**Job Responsibilities:** The following is a summary of job responsibilities that are included for the Behavior Therapist/Registered Behavior Technician. 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.

- Obtain certification as a Registered Behavior Technician within the first month of employment. This includes:
  - Completion of the 40-hour online training must be completed within the timeframe stated on the offer letter.
  - Registration for the RBT exam within 1 week of receipt of the registration directions.
  - If you fail to work 60 days, the cost of the RBT exams paid by CBS, will be deducted from your final paycheck.
- Implement teaching programs in 1:1 settings in clients' homes, schools and clinical settings.
- Completing session notes, no later than 24 hours after the session is complete.
- Implement teaching protocols in behavior plans, treatment plans, and behavior guidelines, including but not limited to teaching language, social, adaptive behavior, daily living, toileting, self-care, academic and cognitive skills.
- Assist the BCBA/BCaBA/PLBA in training parents and caregivers on behavior change and teaching protocols.
- Participate in initial and ongoing training in Applied Behavior Analysis, ethics, professionalism and other job-related topics.
- Use prompting, reinforcement and other applied behavior analysis strategies to teach appropriate behaviors and reduce inappropriate behaviors to clients with Autism.
- Observe and collect data on the client's behaviors, program targets, and teaching procedures.
- Demonstrate understanding of the services, individual needs, and goals for clients.
- Receive supervision from BCBA/BCaBA/PLBA for each client assigned to the BT/RBT.
- Records time sheet and note information at each session as directed.



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- Communicate regularly with supervisory staff, parents, caregivers and other team members as directed.
- Attend in person (unless otherwise approved by the owner) all-staff meetings.

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- Is receptive to feedback and constructive criticism to improve skills, implements and demonstrates follow through of recommendations given by the supervisors and Executive Team members.
- Reads and consistently implements all modifications made to procedures, protocols, plans, and guidelines as documented by the BCBA.
- Takes all necessary and reasonable precautions to ensure client safety and confidentiality. (While a caregiver is required to be onsite, there will be circumstances where the behavior line therapist/registered behavior technician will be alone in a room with the client).
- Follows ethical and professional guidelines as prescribed by supervisors and BACB Code of Conduct.
- Follows the organization board chain of command.
- Adheres to the company's policies and procedures.
- Attends all staff meetings in person.
- Maintains respect and confidentiality for all clients and acts in compliance with the BACB Ethical Code.
- Ensure notes meet insurance required standards as well as standards set forth by the governing Behavior Analyst Certification Board.
- 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:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

- High school diploma or GED required.
- Additional schooling/training in a child related field is strongly encouraged but not a requirement for employment.
- Experience using Applied Behavior principles and/or working with individuals with developmental disabilities is highly preferred for not a requirement for 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:**

- Availability to work a minimum of 10 hours per week.
- Be at least 18 years of age.
- Must have reliable transportation, maintain current auto insurance and a current driver's license, and be able to drive between appointments



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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 and record time sheet 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 calculators 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 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, courteous and professional behavior, deal with stressful situations and adhere to company policies and procedures.
- Clients with whom the Behavior Therapist/Registered Behavior Technician 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 Behavior Therapist/Registered Behavior Technician 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 Therapist/Registered Behavior Technician must be able to read, understand, and implement all such



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changes in a timely manner as directed. The Behavior Therapist/Registered Behavior Technician will be required to appropriately accept and implement all constructive feedback from supervisors and Executive team members relating to service 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 line therapist/registered behavior technician 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 60-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 and am able to perform this job as described above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Date