

## **Job Description - Board Certified Behavior Analyst (BCBA)**

### **Definition:**

As part of FamilyWise Behavior Solutions, it is the responsibility of the BCBA to conduct various descriptive and systematic behavioral assessments (e.g., functional analyses) and skill-based assessments (e.g., ABLLS-R, VB-MAPP, AFLS, etc.). The BCBA then provides behavior analytic interpretations of the results and designs comprehensive ABA treatment plans based off of evidence-based practices and behavior analytic research literature. The BCBA provides training and supervision to Board Certified Assistant Behavior Analysts, Registered Behavior Technicians, and other responsible parties tasked with the implementation of behavior analytic interventions. The BCBA then supervises and monitors treatment progress of a client through data-based progress monitoring. The BCBA also provides training to parents/guardians and other responsible parties for the client.

### **Reports to: Director**

**Supervision Over:** Board Certified Assistant Behavior Analysts (BCaBAs), Registered Behavior Technicians (RBTs), Behavior Technicians and administrative staff

**Availability:** Afternoons, evenings, weekends, some daytime

**Position Type:** Part-Time, Full-Time Salaried

### **Minimum Qualifications:**

#### Education, Training, and Experience:

- Possess a minimum of a Masters degree or national equivalent with a major in psychology, special education, Applied Behavior Analysis, or related field of study is preferred. Additional certification as a special education teacher, school social worker, or school psychologist in the state of Connecticut is preferred.
- Have obtained certification as a Board Certified Behavior Analyst (BCBA) as verified through the Behavior Analyst Certification Board
- A minimum of 2 years experience in working with children, adolescents, and/or adults with various special needs.

#### Knowledge of:

- Appropriate behavioral intervention strategies
- Learning theories and instructional methods
- Ethics, laws, and regulations of acceptable behavior interventions
- Developmental processes of children, adolescents, and adults
- Interpersonal skills needed to manage crisis situations
- Technology, such as Microsoft Word, Excel, PowerPoint, and ABA software platforms
- Correct English grammar, punctuation, and spelling
- **Bilingual applicants are strongly encouraged to apply**

#### Skills and Abilities to:

- Assess situations and make proper judgments
- Understand behavioral situations and react accordingly in an ethical manner
- Objectively analyze crisis situations
- Respond quickly to emergency situations
- Handle aggressive and self-injurious behaviors of clients
- Communicate effectively and make recommendations to various agency staff and outside professionals, groups, or individuals
- Perform general clerical duties including maintain accurate client records and preparing clear and

- concise reports
- Communicate effectively in both oral and written form with a diverse group of clients, parents/caregivers, school personnel, and other agency staff
- Use a computer and behavioral software to prepare documents and maintain client records
- Work independently and make decisions within the framework of established guidelines
- Follow guidance from senior level staff to enhance own professional development
- Work with a diverse team of professionals in a respectful manner
- Supervise clients during treatment sessions

**Other Requirements:**

- Successful completion of fingerprinting and criminal history background check
- Successful passing of drug testing
- Satisfactory reference checks
- Ability to lift a minimum of 25 lbs.

**Job Duties:**

- Provide direct behavioral services to clients in individual and group sessions
- Oversee ABA home programs and provide parent training and support
- Complete weekly program writing and maintain client's program book (including writing programs and creating materials)
- Running monthly clinic/progress meetings with parents/guardians
- Conduct behavioral and skills assessments and design treatment programs for clients
- Work with and oversee Board Certified Assistant Behavior Analysts and Registered Behavior Technicians to implement individualized treatment plans as per agency standards and BACB requirements
- Collect data and graph data as instructed using technological programs, such as Microsoft Excel or behavioral software (e.g., ABPathfinder)
- Maintain respect and confidentiality for all clients
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
- Maintain and protect the well-being of all clients during treatment sessions and when emergency crisis situations arise
- Knowledge of medical billing for ABA and navigating insurance is preferred
- Communicate client progress and cases to Director
- Be able to work with a diverse team of professionals to provide the best behavioral services possible to clients
- Attend staff trainings and agency meetings voluntarily
- Other job duties as assigned by the Director

**Additional Job Requirements:**

- Attend and successfully complete the following prior to beginning job (Failure to successfully complete these trainings can jeopardize the ability to be employed at the agency):
  - New staff orientation
  - Physical Management Training (Crisis Intervention Training) program course offered by the agency and renew certification annually
  - First Aid/CPR/AED training provided by the agency and renew certifications as needed
  - Positive Behavior Intervention and Supports (PBIS) Training
  - HIPAA/HITECH/FERPA Training
  - Use of data collection and portfolio apps, such as ABPathfinder
  - ***Other agency or state specific trainings specify here***

**Salary/Hourly Rate:** Commensurate with experience.

*opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. In addition to federal law requirements, FamilyWise Behavior Solutions complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**Updated:** 5/2019