



## Job Description

### *Enhancing the Power of People to Achieve Personal Growth*

*We believe in a community where everyone has the opportunity to imagine, create, and live their chosen journey.*

**Position Title:** Board Certified Behavioral Analyst

**Reports To:** Children's Services Director

**Probationary Period:** Six Months

**Position Status:** Full Time

**FLSA Status:** Exempt

**Supervises:** Children's Tutors – Autism Specialty

**HIPAA Level of Accessibility:** Level Two

### **Job Summary:**

The primary function of the Board Certified Behavioral Analyst (BCBA) is to plan, develop, and monitor a variety of behavioral support service delivery options to meet the needs of clients diagnosed with Autism Spectrum Disorders (ASD) and/or other behavioral and social/communication challenges. The BCBA also consults with and teaches instructional team members regarding pro-active, educational, programming, and behavioral supports; develops and implements comprehensive treatment plans; and collaborates with team members, related services providers, families, and other agencies as appropriate. The BCBA manages the Children's Autism Team and provides ongoing training and direct supervision to team members.

### **Essential Duties and Responsibilities:**

1. Use appropriate assessment instruments and data to develop and implement teaching programs that reflect behavioral and other outcomes and objectives identified in the Individual Family Support Plan (IFSP). Ensure the implementation of treatment plans, document contacts and observations; use professional knowledge and independent judgment to strategize continuous improvements.
2. Provide training and supervision of Children's Autism Trainers and instructional aides through observations, meetings, performance coaching and other methods.
3. Establish and maintain data measurement, collection, and analysis systems for clients receiving behavioral interventions. Maintain appropriate documentation and prepare and complete reports as required.
4. Ensure that all treatment plans and programs comply with contract requirements, satisfy all relevant insurance certification and other expectations, and meet or exceed professional standards. Maintain highly organized, consistent, thorough, and systematic recordkeeping practices.
5. Coordinate with each family, STEP Human Resources office, and the Children's Autism Case Manager to complete appropriate recruiting, selection, training, and retention of trainers and instructional aides.
6. Coordinate efforts with the Children's Autism Case Manager to ensure that all treatment-related aspects of each IFSP are addressed thoroughly.
7. Seek creative options for ensuring the continuity and consistency of treatment and support services across settings for the lifespan of the client. Develop strategies for the stability of quality services when clients experience transitions.
8. Provide consultation, training, and assistance to STEP team members outside of the Children's Autism Team as requested.
9. Conduct structured periodic service reviews to monitor the effectiveness of treatment programs and their implementation; modify and document plan changes as needed.
10. Provide staff development, training, and modeling for team members in strategies and methodologies for working with children on the autism spectrum and/or clients who have

behavioral, adaptive, and/or social/communication challenges. Conduct in-service training, workshops, and presentations to develop skills and establish consistent practices across STEP programs of service. Provide consultation regarding crisis interventions and critical incident supports.

11. Participate in Individual Education Program (IEP) team meetings for clients as appropriate.
12. Promote positive public relations, facilitate interagency collaboration, and advocate for the establishment and maintenance of comprehensive services.
13. Participate in professional growth activities such as conferences, classes, team meetings and program visitations.
14. Accept all other responsibilities as assigned.

### **Minimum Qualifications:**

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

### **Education and/or Experience:**

1. Certification by the Behavior Analyst Certification Board, or significant current progress toward meeting certification requirements
2. A Master's degree in special education, psychology, or related field, with specialized knowledge of behavioral health and treatment philosophies and professional practices
3. A minimum of three years of recent experience working with individuals who have autism spectrum disorders and their families
4. Knowledge of early childhood and autism assessment tools and procedures, and thorough knowledge of child development. Experience developing positive behavior support plans and programs; experience teaching social interaction and play skills
5. Knowledge of current methods and techniques of applied behavior analysis and discrete trial training; ability to communicate effectively verbally and in writing with clients, parents, and professionals; competence in analyzing assessment results, designing appropriate individual treatment plans and behavioral programs, and monitoring progress
6. Must be able to work effectively as a team member, demonstrate flexibility and desire to learn new skills and improve professional qualifications, and travel independently in rural/remote locations.

### **Knowledge/Skills/Abilities:**

1. Strong communication skills to work with a diverse team.
2. Basic computer skills and be able to use all required software.
3. Ability to problem-solve and assist in decision-making, including during emergencies or when a supervisor is not onsite.
4. Maintain current status regarding assigned core competencies and other required certification acquisition within established schedule and timelines.
5. Work productively to develop relationships with individuals, families, and natural supports.
6. Proven creative abilities, strong organizational and time management skills.
7. Excellent oral, written and interpersonal skills and good customer service skills.
8. Have a valid Montana Driver's license, reliable transportation and a driving record that will enable the employee to be insurable under STEP vehicle insurance.
9. Maintain a high level of organization for file maintenance, daily, weekly and monthly record keeping.

### **Physical Demands and Work Environment:**

The physical demands and work environment 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. Attendance at a variety of work sites is required.

**HIPAA Level of Accessibility:**

STEP, Inc. assures that health information is secure and protected in compliance with the Health Insurance Portability and Accountability Act (HIPAA). To assure this, employees are allowed access to protected information only so much as is required to perform the essential duties of their position. Each job description will include the level of accessibility that is required:

- Level One – access only to the information for the assigned clients.
- Level Two – access to all information for the clients receiving services within the program.
- Level Three – access to all information for the clients, and potential clients, receiving services within the department.
- Level Four – access to all employee information
- Level Five – access to all information for the clients receiving services within the agency and access to all employee information.

**Statement of Understanding:**

I have read the above position requirements. I assert that I meet the minimum requirements; I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

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Signature

Printed Name

Date