



Job Description

Board Certified Behavior Analyst – Consultant

Title: Board Certified Behavior Analyst (BCBA)

Reports to: Director of Clinic Services

Salary/Compensation: Commensurate with Experience/Education

Overview of Responsibilities and Duties:

Practitioner (BCBA) will provide services consistent with the dimensions of ABA. Common services may include, but are not limited to, conducting behavioral assessments, analyzing data, writing and revising behavior-analytic treatment plans, training others to implement components of treatment plans, and overseeing the implementation of treatment plans. Behavior analysts are qualified to provide services to clients with a variety of needs, including improvements in organizational functioning (e.g., staff performance and management), skill deficits (e.g., communication, adaptive behavior), and problem behavior (e.g., aggression, self-injurious behavior), among others. BCBA will also serve as an RBT Supervisor. Responsibilities other than those stated above may be required.

Primary Responsibilities and Specific Duties:

- BCBA will provide and complete Assessments as determined using Kepro system for authorization of clients to determine if services are approved or denied for billing purposes
- BCBA will be responsible for the assessment, development and implementation of Individual Plan of Care
- Timely completion of clinical service notes and completion of 90 days reports instead of monthly reports
- Completion of a Functional Behavior Assessment and a Behavior Support Plan will be developed, if necessary.

- Facilitate Family Training at least quarterly and maintain documentation of such training
- Monitoring of treatment plan.
- Assisting and guiding BCaBA staff, Senior RBT staff, Behavior Therapists/RBT staff while providing observation, feedback and documentation if required and necessary
- Serve as RBT Supervisor for RBT staff.
- Providing supervision of RBTs (at least 5% of service hours) for them to remain certified and compliant
- Modification of Individual Plan of Care, if required and updating of initial assessments.
- Completing and submitting the Transition Discharge Report
- Communicate and Report any problems or issues directly to the Executive Director in a timely manner.
- Ensure confidentiality of all client information while ensuring adherence to HIPAA directives and standards for clients.
- Adhere and abide by all confidential policies and procedures discussed during the hiring/orientation process and those outlined in the Employee Manual.
- Provide “other administration duties” as assigned.

SOS Expectations: BCBA is expected to follow all rules and guidelines as presented in the SOS Care Policy Manual. The BCBA will have had completed all Criminal Record Checks and Reference Checks (Federal Criminal Record Check, Child Abuse and Neglect Central Registry, Medicare & Medicaid Services List of Excluded Individuals/Entities, and two written references and a TB test. Completion of the entire SOS Care employment packet will also be required prior to the commencement of employment with SOS Care.

Qualifications: A Board Certified Behavior Analyst (BCBA) will have at least a master’s degree in behavior analysis, education, psychology, special education, or related field. Must hold current certification by the Behavior Analyst Certification Board as a BCBA; and supervision and management by a Behavior Analyst with expertise and formal training in ABA for the treatment of ASD. At least one year of experience as an independent practitioner; and successful completion of the initial approval process which included an interview and the submission of a Work Sample that is reviewed and critiqued for

competency by the Autism Division team. All required documentations must be provided to the Human Resource Manager and to the Compliance Manager prior to the commencement of employment with the organization.

Immediate Supervisor: The BCBA will report directly to the Clinical Director/
BCBA

Expectations: It is the responsibility of the BCBA to maintain open communication with the Clinical Director or the Chief Executive Officer via phone, written, or electronic correspondence on a regular basis.

Signature of BCBA

Date

Update: 4/29/2020