

**Board Certified Behavior Analyst Job Description**

Behavior Therapy and Learning Center (Behavior TLC) is operated and owned by two dedicated and caring Board-Certified Behavior Analysts. We are passionate about providing Applied Behavior Analysis services for our clients, families, as well as our community. At Behavior TLC, we work with individuals with autism and other intellectual or developmental disabilities, as well as their families.

**Job Description:**

The BCBA provides ABA services to clients and families primarily in the clinic but can also occur in the home and community as needed. The BCBA is a leadership role requiring the ability to manage a team of therapists, supervise a caseload, and effectively run a variety of ABA programs in the clinic and community settings. The BCBA reports directly to their Clinic Director as well as the Owners. Duties can include:

* Skills assessments
* Behavioral assessments
* Providing supervision to all therapists including those seeking BCBA certification
* Staying up to date on current research
* Documentation of all procedures and programming
* Draft conceptually well-written and grammatically-correct progress reports, outlining the child’s strengths and deficits. Reports should reflect progress, challenges and relevant future goals and strategies
* Develop and implement skills acquisition and social skills programs
* Develop and implement behavior intervention plans
* Conducts intake interviews and creates recommendations for comprehensive and focused services
* Consult and provide training for parents, teachers, and community members
* Adhere to ethical standards in HIPAA and BCBA code of ethics
* Collaborate with all other team members of the child’s educational and therapeutic environment
* Staff, train, coach and facilitate treatment teams
* Present at staff trainings
* Participate in marketing events (Autism Walk, Down Syndrome Walk, Mikey’s Guide Expo, etc.)
* Monitor’s client’s overall programming needs
* Keeps an average billable time quota of 25 hours per week, recorded on timesheet
* Follows all requirements of various funder requirements per client including reporting, authorizations, treatment documentation, etc.
* Other duties as assigned

**Required Skills:**

* Personable with all fellow employees, parents, and outside therapists
* Knowledgeable in the field of ABA and all ABA techniques
* Possesses the qualities of creativity, dependability, and responsibility
* Is highly organized
* Demonstrates leadership skills
* Take the initiative to complete projects in a timely manner
* Demonstrates efficient and effective time management skills
* Exhibits a high quality of work ethic in accordance with HIPPA and BACB ethical codes

**Required Credentials:**

* Must have a Master’s Degree in Behavior Analysis, Special Education, Psychology, or a related field or Masters Equivalent
* Reliable transportation
* Must be Board Certified Behavior Analyst
* Must hold Texas Licensure as a Behavior Analyst
* Must be eligible to obtain credential to supervise aspiring behavior analysts
* Must pass a background check
* 2+ years of applied experience working with special needs children, including individuals with Autism Spectrum Disorders.
* Person must possess excellent leadership, interpersonal and time management skills, proficiency with writing and communication, good problem-solving skills, and must work well within teams.
* Demonstrated knowledge and experience using ABA including DTT will be required.

**Benefits:**

* A full-time (35 hours per week) salaried position
* 30 days of paid vacation to use at your discretion
* Medical, dental, vision, life insurance, and 401K benefits with BTLC contributing 50% of employee only medical premiums
* BTLC contributions to ABA trainings and conventions
* Flexible schedule to support work-life balance

By signing below, I accept the position described above and agree to perform all duties contained therein.

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Employee Signature Date