**JOB DESCRIPTION**

**INTERCEPT YOUTH SERVICES, INC**

**Job Title:** Clinical Supervisor of ABA Services (Applied Behavioral Analysis)

**Department:** Community Based Services

**Reports To:** Director of ABA Services

**FLSA Status:** Exempt

**Prepared Date:** September 19, 2018

**Prepared By:** Human Resources Manager

**Approved Date:** September 19, 2018

**Summary:** Develops and supervises behavior therapy programs for children, adolescents, and young adults diagnosed with autism spectrum disorders, intellectual disabilities, and other developmental disabilities in the home and community settings. This position will provide clinical oversight to ABA client programming and supervision to behavior technicians providing direct services.

**Experience/** At least aMaster’s degree in Behavior Analysis, Psychology, Childhood Development, or other **Education** related disciplines from an accredited college or university and at least 2 years of relevant

 Experience implementing ABA services with individuals with Autism Spectrum Disorder, intellectual

 disabilities, or other developmental disabilities and one or more years with relevant supervisory

 experience.

**Requirements:** Must be a Board Certified Behavior Analyst (BCBA), Certified Assistant Behavior Analyst

 (BCaBA), Licensed Behavior Analyst (LBA) or Licensed Assistant Certified Assistant Behavior Analyst

 (BCaBA), Licensed Behavior Analyst (LBA) or Licensed Assistant Certified Assistant Behavior Analyst

 (BCaBA), Licensed Behavior Analyst (LBA) or Licensed Assistant Behavior Analyst (LABA) in good

 standing with BACB and the Virginia Board of medicine.

**Essential Duties and Responsibilities**

* Supervises individualized behavioral therapy programs for children, adolescents and young adults diagnosed with autism spectrum disorders, intellectual disabilities and other developmental disabilities in the home and community settings.
* Conducts initial and annual assessment of clients and produces assessment report.
* Develops individualized behavior and service plans (ISP) to include interventions to meet the full extent of the services authorized, inclusive of behavior modification goals and objectives, parent and caregiver goals and objectives, and care coordination goals.
* Writes reports to summarize client progress towards meeting ISP objectives and need for services, quarterly or as needed.
* Assures staffing of treatment team as appropriate to meet the needs of the client.
* Supervises clinical teams on the procedural implementation of individual service plans via team meetings and/or live supervision weekly.
* Provides training, assessment and supervision to behavior technicians, inclusive of skill enhancement, clinical consultation and professional development.
* Reviews data and progress notes submitted by behavior technicians and makes programmatic changes to assure programs reflect client’s development and progress towards identified ISP goals.
* Observes and assesses client skills and progress to inform recommendations for ongoing intervention and behavioral therapy programming.
* Coordinate and document care with additional service providers to ensure comprehensive service delivery to facilitate ISP outcomes.
* Addresses program delivery with families; including parent/caregiver training, challenges with implementation of program, parent /caregiver participation, and work environment as necessary.
* Ensures progress reports and treatment plans meet the requirements of regulatory agencies and funding sources and are clinically accurate and appropriate.
* Attends progress and individual service plan review meetings with families.
* Meeting productivity requirements for supervised clinical team set forth in annual budget and for providing efficient and effective service in all areas of performance.

* Maintain and submit accurate documentation of billable tasks.
* Track direct and indirect client sessions to ensure that services are provided to the full extent of the authorization for each client.

* Coordinate documentation to ensure reauthorization and continuation of services when necessary.
* Participate in recruitment, interviewing, selection, and onboarding of behavior technicians.
* Attends staff meetings, trainings, and other meetings as requested.

* Responsible to complete additional job duties as assigned by Director of Applied Behavior Analysis Services

**Qualifications**

* Knowledgeable of methodologies found to benefit children with autism spectrum disorders, including Applied Behavioral Analysis (“ABA”), Early Start Denver Model (“ESDM”), Treatment and Education of Autistic and related Communication-Handicapped Children (“TEACCH”), Picture Exchange Communication System (“PECS”), and Pivotal Response Training (“PRT”).
* Possess knowledge of other community resources and agencies that serve children.
* Ability to working with ethnically, linguistically, culturally, and economically diverse populations.
* Ability to appropriately interpret and implement policies, procedures, and regulations
* Ability to communicate effectively verbally and in writing.
* Ability to exercise confidentiality and discretion pertaining to the work environment
* Must possess good judgement and decision making skills.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where limited standards may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS**

Adequate knowledge of Windows processing systems and software (Microsoft Word, Excel, and PowerPoint). Adequate typing ability.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current Virginia Driver’s License, use of personal vehicle required. Must provide proof of insurance.

**PHYSICAL DEMANDS**

The physical 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. Copying, filing, and other record keeping duties require the ability to stand, sit, and move from one position to another easily. Computerized record keeping requires the ability to input data from a keyboard quickly and efficiently (use of fingers/ability to feel). Close computer work requires clear vision as well as ability to adjust focus when returning to other tasks.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties require working in office environment with moderate noise level, including computers, printers, ringing phones, copy equipment.

**ACCEPTANCE OF JOB DESCRIPTION**

I hereby acknowledge understanding of the duties outlined above and agree to perform them to the best of my ability. I also understand that my performance will be formally evaluated by my supervisor at least annually and that evaluation will be thoroughly discussed with me. I have received a copy of this job description.

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 Employee Date