

Print Name: _____
Job Title: Behavior Technician-A
Department: Clinical-EIBT/IBT
Location: Stanislaus and San Joaquin County
Reports to: Clinical Supervisor or Assistant Clinical Supervisor
Job Profile ID: 15
Shift: Full Time/Part Time M-F
FLSA Status: Non-exempt

Summary

Behavior Technicians provide direct one-to-one behavioral treatment utilizing the principles of Applied Behavioral Analysis (ABA), and Discrete Trial Teaching Methods, to children of a variety of ages with Autism Spectrum Disorders (ASD).

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These essential functions include:

- Using personal automobile, driving safely, using efficient and safe routes to various client locations (home, school, center, community locations) as scheduled or directed each day;
- Bringing moderate small bag full of age appropriate potential reinforcers to each treatment session unless otherwise directed;
- Implementing effective direct one- to-one ABA methodologies to each client in accordance with Client's program, Client Specific Information (CSI), and general B.E.S.T. protocols for each client;
- Running a treatment session while maintaining organization of materials;
- Running specific programs and targets using discrete trial teaching or as specified in the client program binder throughout session while recording accurate data as specified in the client's program, or CSI;
- Using program stimuli during treatment sessions as designated within each program or indicated on the CSI;
- Following client specific protocols and follow B.E.S.T.'s general behavior management system unless otherwise specified for each client.
- Utilize B.E.S.T. specific prompting hierarchy and discrete trial procedures or as specified in the client's program binder or as specified on the CSI;
- Demonstrating and implementing effective, differential, individualized, and age- appropriate reinforcement throughout treatment sessions;
- Modeling and prompting language, eye contact, and social interactions throughout treatment sessions;
- Contriving scenarios to motivate the client to communicate verbally and non-verbally throughout treatment sessions;
- Facilitating use of generalized and mastered skills during treatment sessions (make up games or activities);
- Communicating with the team by documenting notes, discrepancies, or questions in the team notes or notes section of the data sheet;

- Effectively conducting unprompted Play Observations, Play Dates, and Maintenance sessions as specified in client's CSI and when assigned;
- Arrive on time to appointments;
- Attend team meetings and bi-monthly trainings as assigned;
- Update time card as directed daily; and
- Other duties as assigned.

Measurements of Success

Success will be measured by the Behavior Technicians:

- Consistent demonstration of initiative and proactive behaviors measured by success in working without specific direction, proactive rather than reactive responses to issues, and suggestions/process improvements; planning ahead during the beginning of the sessions, keeps track of things easily and finds the most effective and logical way to organize things.
- Effective use of time demonstrated through completion of all programs/drills, data collection and summary notes with consistency and accuracy;
- Professional composure and demeanor exhibited consistently and under stressful circumstances;
- Effective problem solving, decision making, and innovation measured by generation of reasonable and novel solutions as problems arise during treatments sessions;
- Organization and attention to detail assessed by the ability to take consistent data ensuring accurate data records 100% of the time; having materials easily accessible during sessions, accuracy in implementation of program directions, and CSI.

Professionalism:

- Complies with all HIPAA requirements in regards to client information
- Must speak and write fluently and professionally
- Must demonstrate sensitivity and professionalism in handling confidential information.
- Must demonstrate ability to build rapport with children with autism easily.
- Must be able to demonstrate consistent enthusiasm, high energy, and patience.
- Must notify your supervisor immediately if any of the following exist or are known:
 - The client or any family member becomes sick with a communicable disease.
 - Any family member is arrested for sex-related or violent offense.
 - You suspect any form of child abuse on the client or minor family member – See Mandated Reporter requirements.
 - You feel there are any unsafe or dangerous conditions in the household.
 - If you are injured in any way or there is a possibility that the client or any family member in the household is injured because of your direct actions.
 - You suspect the use, possession or cultivation of any illegal drug or narcotic in the household.
 - Any emergency that occurs going to and from work or while at work including but not limited to fire, flood, vehicle accident, explosion, etc.
- Noticing and notifying team members of potential problems or materials needed
- Maintaining consistent enthusiasm, high energy, and patience during treatment sessions as measured by parent/guardian feedback and session observations.

- Effective communication and interactions with clients, client's families, and coworkers; and with supervisors while giving and receiving information, and delivering appropriate feedback as demonstrated through established rapport at the daily treatment sessions.
- Effective teamwork measured by successful and timely completion of a task, or a project, when working within a group
- Excellent punctuality and attendance evidenced by maintenance of an exceptional record.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition, the individual must be punctual and have reliable means of transportation to work.

Education and Experience

Behavioral Technician must:

- Possess a High School Diploma or Equivalent.

Background and Clearance

Behavioral Technician must:

- Have a Tuberculosis clearance;
- Provide record of immunization to Measles, Mumps, Rubella, Pertussis, Varicella and Hepatitis B;
- Have a Department of Justice/Livescan fingerprint clearance; and
- Be at least 18 years of age.

Automobile

Behavioral Technician must:

- Have a clean driving record without any major violations in the past 5 years, or cell phone violations in the past 3 years.
- No more than 2 moving violations in the past 3 years, and no more than 1 at-fault accident in the last 3 years.
- Have proof of comprehensive auto insurance that covers you while driving in between client's homes
- Have a valid California driver's license

Computer Skills

Behavioral Technician must:

- Type and enter data accurately using a standard keyboard and 10-key
- Possess sufficient computer and internet skills that will allow proficient and accurate use of Microsoft Office and Internet based applications

Mathematical and Reasoning Skills

Behavioral Technician must:

- Possess excellent basic mathematical skills including the ability to add, subtract, multiply and divide quickly without a calculator
- Be able to interpret a variety of instructions furnished in written, oral, diagram or schedule format
- Be able to solve practical problems and deal with a variety of concrete variables in situations where broad standardization exists

Written and Verbal Communication and Comprehension

Behavioral Technician must:

- Demonstrate excellent verbal and written communications skills;
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees;
- Read and interpret documents such as program cover sheets, data sheets, company policy manuals, clinical procedure manuals;
- Write routine summary notes, correspondence,
- Speak and present effectively to clients, parents, and individuals in the community or other employees.
- Have the ability to multitask between collecting data/written tasks and client interaction and observation.

Other

Behavioral Technician must:

- Consistently meet daily, weekly and monthly deadlines
- Set priorities during sessions and juggle multiple tasks
- Remain flexible to changing schedules and priorities in a fast paced environment
- Have daily access to a smart phone to use for business purposes (a set reimbursement amount will be given monthly by company)

Physical Demands

Behavioral Technician must:

- Occasionally ascend/descend stairs
- Occasionally move up to 25 pounds
- Occasionally lift 50 pounds unaided
- Sit on the floor for up to three hour periods at a time while moving from a sitting (on floor) to standing position 6-12 times per hour
- Must be able to react quickly to client escape behaviors
- Must be able to run quickly to keep up with an escaping client
- Work in homes with pets
- Drive to and from 2-3 locations per day for a maximum of an hour and a half at a time

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.

- The noise level in the work environment can significantly vary depending on location of treatment session.
- The work environment entails sharing workspace with others and interaction with other staff.
- The work environment may entail entering homes of private citizens.
- The work environment entails a fast paced, frequently changing environment in which interruptions are considered normal.
- This job operates in homes, clinics, preschools, public and private schools, and community locations.
- Chemicals known to the State of California to cause cancer or birth defects or other reproductive harm may be present in the work site environment.

This job description is intended to convey information essential to understanding the scope of the Behavioral Technician position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change at any time.

I have read the job description including all the physical demands, and I certify that I am qualified and able to perform the job as described herein. **I understand that if I provide misleading information as to my experience, qualifications, and/or abilities to perform the job as outlined herein, that I may be discharged.**

Employee Signature

Date