

Child Development Center, Inc. Position Description

POSITION: Behavior Technician

DEPARTMENT: Autism & Behavioral Services

ACCOUNTABLE TO: Family Support Specialist Assigned to Individual

SUMMARY OF WORK: Works on scheduled basis as the interventionist assigned to individual. Functions as the primary person responsible for intervention implementation as designed and scheduled by the supervising Family Support Specialist. Serves as a member of the child's treatment team and is responsible for implementation of all treatment objectives identified in the Autism Training Plan. Records and maintains behavioral data, coordinates with the Family Support Specialist and Lead Behavior Technician. Completes required training, follows all CDC policies and procedures that govern service delivery for Autism and Behavioral Services. Maintains professional boundaries and good rapport with child and family members

JOB CHARACTERISTICS:

Nature of Work: This position performs technical duties requiring an application of training, responsiveness and sensitivity to the child's needs. Requires organization, planning, consistency, a high attendance rate, and documenting skills. Work often occurs in the community, CDC Learning Center and the family's home. Position may require providing transportation and sometimes in adverse weather conditions. May be subject to contagious diseases. Must be able to deal with crisis situations. Position sometimes works outside normal hours to meet the needs of the individual and his/her family. Must maintain confidentiality.

Professional Contacts: Scheduled contact with individual and his/her family. Contact with a variety of community people.

Supervision Received: Supervision received on an ongoing basis by assigned Family Support Specialist, Program Coordinator, Board Certified Behavior Analyst, and Program Director, as needed. Orientation and coaching delivered by Lead Behavior Technician.

Essential Functions: Position requires ability to communicate orally and in writing; record data, maintain a safe environment, provide transportation, attend and participate in team meetings, understand and implement training program, match the body positioning of the child and lift heavy objects.

Skills: This position requires skills in collecting data, teaching skill acquisition, and the use of evidence-based strategies for children with Autism. The position requires an ability to interact effectively with children across ages.

Abilities: This position requires the ability to deliver multiple interventions as designed; make good immediate judgement decisions; analyze problems; evaluate strategies; provide transportation; accurately document activities; exhibit professional appearance and manner; prepare timely and complete reports; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with the individual, the individual's family, supervisors, other Behavior Technicians and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a high school degree, familiarity with working with people with developmental disabilities or related conditions, exposure to teaching children or young adults. Prefer experience in implementation of evidence-based teaching strategies for children with disabilities.

Must possess a valid driver's license and have reliable, safe, insured transportation. Must be 18 years or older to transport.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- # Uses the principles of ABA to implement instructional programs designed to teach skills as detailed in the Autism Training Plan
- # Collects data as prescribed
- # Must be able to accept and act upon feedback
- # Follows individual's programmatic schedule as developed by FSS
- # Uses appropriate health and safety precautions and monitors all settings for health and safety issues making immediate recommendations for corrections supervisor as necessary
- # Immediately reports and documents any health problems or behavioral issues according to policy
- # Utilizes and documents the use of support funds as directed
- # Establishes and maintains clear, concise, and proactive communication with individual's family, supervising FSS, and Lead Behavior Technician
- # Adheres to all CDC policies and procedures
- # Conducts self in accordance to the philosophy of care and respect for individual and his/her family as focused in the area of Positive Behavior Supports
- # Completes and submits time worked, mileage forms, sick and vacation requests at appropriate times and as stipulated
- # Develops and maintain professional relationships with individual's family, CDC staff and community contacts

JOB REQUIREMENTS:

Knowledge: This position requires a familiarity with autism spectrum disorders and related conditions. Experience using evidence-based teaching practices is preferred. The position requires a basic knowledge or willingness to learn the fundamentals of applied behavior analysis and positive practices in promoting behavior change. Knowledge of crisis strategies is preferred.

JOB PERFORMANCE STANDARDS: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- # Performs assigned duties
- # Competently implements programs as designed from the Autism Training Plan
- # Provides home, community or center-based intervention, education, and support services
- # Work practices in accordance with the agency mission and philosophy
- # Demonstrates good judgment
- # Is able to travel to individual's home and transport him/her around the community
- # Has physical stamina to perform duties
- # Is able to work outside normal hours
- # Adheres to standards of confidentiality.
- # Demonstrates ability to respond to crisis situation and/or difficult behavioral incidents.
- # Maintains a prescribed record of data
- # Exhibits professional appearance, manner, and communication style.
- # Demonstrates punctuality.
- # Demonstrates flexibility
- # Establishes and maintains effective working relationships with individual, his/her family, Lead Behavior Technician, supervisors, and the public.