

POSITION DESCRIPTION

July 2020

POSITION: Center Manager

DEPARTMENT: Autism and Behavioral Services

ACCOUNTABLE TO: Board Certified Behavior Analyst

CLASSIFICATION: Non-exempt

DIRECT REPORTS: Behavior Technicians in conjunction with assigned supervisor

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The Center Manager will have primary day-to-day responsibility for administrative functions, planning and coordinating, operations, coordination of direct treatment, and general overall management of the Centers.

Administrative

- Scheduling
 - Schedule client sessions
 - Coordinate Behavior Technician (BT) and client schedules
 - Schedule fleet cars as needed
 - Coordinate shift coverage for cancelations
 - Upkeep of tracking mechanism for various calendars, employee time off requests, contact information, and other required information.
- Communications
 - Distribute client schedules and reminders
 - Communicate minor changes in client schedules
 - Distribute closure and activity calendars
 - Communicate schedule changes, meeting reminders, and/or trainings to BT's and parents
- File Maintenance
 - Maintain and update client demographic info
 - Maintain and update BT training file
 - Monitor client waiver and release forms

Direct treatment with clients

- Coverage of shifts and/or break assistance when needed

Planning and Coordinating

- Assist Board Certified Behavior Analyst (BCBA)/Board Certified Assistant Behavior Analyst (BCaBA) in planning and implementing group activities
- Development of all materials needed for groups

Operations

- Procure supplies for Center
 - Cleaning supplies
 - Office supplies
 - Supplies for child specific treatment
 - Other supplies as needed

- General maintenance and safety of facility
 - Responsible for overall cleanliness and safety of facility
 - Document and request any repairs, safety concerns, and/or installation needs
 - Maintain outdoor toy rotation and upkeep
 - Oversee completion of center chores
 - Perform monthly safety audits of facility

Supervisory Duties

- Hiring responsibilities
 - Notify Program Director of staffing needs
 - Fill out and submit job requisition form to Human Resources
 - Coordinate interview process with interview panel and Human Resources
 - Participate in BT interviews as needed
- Orientation and introduction of new BT's
 - Orient new staff to CDC & Center procedures and policies
 - Assist Human Resources with new hire paperwork
- Support duties
 - Provide feedback and observation notes to supervising BCBA for BT performance appraisal
 - Provide in vivo feedback to BT's per BCBA/BCaBA instruction
 - Perform BT support as needed
 - Assist in approving time and attendance
 - Provide corrective feedback on CDC policies and procedures
 - Provide documentation or related documents to Human Resources for disciplinary process

Other

- Other duties as assigned

QUALIFICATIONS:

- High school diploma or GED
- Minimum of 6 months of experience implementing Applied Behavior Analysis
- Minimum of 6 months of experience working with people with developmental disabilities
- Possession of a valid driver's license & insured transportation
- Ability to pass state mandated background checks
- Successfully pass the Registered Behavior Technician exam within 90 days of hire