

## **Behavior Exchange**

### **Plano, TX**

To apply please visit our career page

at: <https://www.hralliance.net/Apply/JobInfo.aspx?positionId=6549&locationId=4726>

#### **\$5,000 Sign On Bonus for qualified BCBA's!\***

The Board Certified Behavior Analyst (BCBA) provides therapy and oversight to clients and leadership to clinicians of the Behavior Exchange. This position is critical to the Behavior Exchange. The BCBA acts as a role model for the team and ensures children with autism spectrum disorders, attention deficits, language and developmental delays are supported and developed which impacts the revenue and reputation of the organization. Ensures smooth operation of the organization, its core values and mission by being a friendly, welcoming ambassador to the organization's clients, staff, and visitors.

#### **COMPETENCIES**

- Proficient Communication Skills
- Customer Service
- Communication
- Following policies and procedures
- Ethical Practice
- Critical Evaluation

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Conducts thorough, functional behavior assessments and develops intensive and effective behavior intervention plans
- Conducts one on one contact time with the child for the amount of hours and programs/skills recommended as BCBA
- Completes billable treatment planning hours with clients
- Engages in peer review with insurance companies and provides documentation as needed with Director approval
- Ensures staff escalates low progress to ensure continual improvement for all clients and is trained for consistent implementation of plan
- Completes insurance documentation to submit to insurance company for pre-authorization and reauthorization of services
- Engages treatment teams and clients with cooperation, collaboration and teamwork
- Completes all data collection, daily logs and graphing requirements for each session including objective and constructive notes
- Performs child behavior assessments and writes reports on an as needed basis
- Evaluates new patient needs and discusses assignment of patient with Zone Supervisor and gives recommendations to intake and scheduling team
- Completes data analysis, graphs, and develops and updates FBA /BIPs on as needed basis
- Works with team and children of varying functioning levels and ensures steady and stable progress is evident and observable

- Models, coaches and provides feedback regarding interactions, programs and behavior during one-on-one and/or group parent training sessions as requested
- After discussing parent training needs with Zone Supervisor , BCBA should determine if he/she needs to attend meeting along with Zone Supervisor in order to ensure that child continues to progress and that family's needs are met in regards to child's treatment, communication with the clinical team, and additional training needs
- Facilitates team meetings with clients on a quarterly basis and as requested by parents and/or management team
- Conducts positive, solution based discussions with parents, employees, and other associated professionals
- Creates research based curriculum that is measurable and effective in teaching objectives for individuals and groups on a weekly basis
- Leads group sessions using standardized curriculum and directs assistants to maintain effective and orderly participation on a daily basis
- Conducts The Behavior Exchange process in school locations based on requests from the school with Clinical Director approval
- Conducts individual or group staff training on clinical or child related matters as directed by supervisor
- Conducts therapy staff training on a frequent basis as evidenced by measurable progress of trainees
- Participates in and completes mandatory training for clinical requirements and to comply with Certification and Licensing requirements to maintain credential and to be in good standing
- Complies with all guidelines of the Texas Association for Behavior Analysis, Association for Behavior Analysis International and the Behavior Analysis Certification Board
- Refers parent requests for information to a supervisor within 24 hours
- Addresses and resolves all parent questions and concerns within 24 hours
- Ensures own safety and safety of child and staff and contacts and participates with CPI team in crisis situation and follows/gives directives
- Monitors staff and ensures compliance with CPI crisis protocols
- Addresses sensitive and/or severe incident reports such as parent complaints, bites, threats to others or self, etc. and escalates serious concerns to Clinical Director immediately
- Provides input on center organization and inventory of materials on as needed basis
- Creates, maintains and updates client treatment plans and face sheets
- Assists with tracking of attendance and late arrivals of staff and clients on a daily basis and informs Zone Supervisor as needed
- Develops, implements and updates treatment plans, maintenance lists, progress graphs, and program writing, etc. on an ongoing basis
- Attends regularly scheduled team meetings
- Produces reports on an as needed basis
- Conducts peer reviews for behavior intervention plans and other programs as needed
- Provides supervision for fellow team members working toward their certification
- Answers questions from Behavior Trainers and Lead Therapists and seeks appropriate input from Clinical Director as needed
- Supervises Behavior Trainers and Senior and Lead Therapists and delegates clinical and administrative tasks on a daily basis
- Models, coaches and provides positive and constructive feedback to Behavior Therapists

- Helps coach all staff, including leads and supervisors, in regards to their clinical skills and ABA technical knowledge and application of those skills
- Identifies and introduces new ideas and solutions to create efficiency in the operation
- Has a high attention to Health and Safety and puts this as the first priority at all times and notifies Directors of any concerns immediately
- Provides effective treatment to all clients and staff as evidenced by increased scores on therapist checklists and child progress graphs
- Maintains appropriate boundaries with staff and clients as evidenced through observation and feedback
- Contacts and/or participates in CPI team in crisis situation and follows/gives correct directives 100% of time
- Cleans and organizes workspace and materials after each session
- Ensures detailed and accurate data collection of all targets regarding the client's programming and behaviors at the conclusion of each session
- Ensures all client records are secure and updated on a daily basis
- Builds rapport with clients as evidenced through quarterly team meetings
- Checks and responds to work emails on a daily basis
- Completes administrative duties on time and with zero errors
- Ensures own daily schedule is accurate and documents any changes that occur
- Follows through with directives from supervisory staff on as needed basis and refers to supervisor for consultation within same day
- Ensures case load is making significant progress with minimum problem behaviors
- Performs other duties as required

#### ORGANIZATIONAL RELATIONSHIPS

Reports directly to the Clinical Director.

#### SUPERVISORY RESPONSIBILITIES

Direct clinical supervision of therapists per BCBA standards.

#### WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment. This role may occasionally encounter patients with severe problem behavior in the form of aggression, property destruction, self-injurious behaviors and/or self-stimulatory behaviors.

#### 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 with or without reasonable accommodations. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to type, handle objects, tools or controls; reach with hands and arms; climb stairs; talk or hear, push/pull, stoop, bend/twist

#### POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:30 p.m.

## TRAVEL

Travel (if any) is minimal and primarily local during the business day.

## PREFERRED EDUCATION AND EXPERIENCE

- Masters Degree in ABA or related field
- Experience in a behavioral or mental health setting preferred
- Previous supervisory experience
- Prior teaching or school consulting experience
- Experience in medical/behavioral/mental health/therapy related organization
- Informing Others, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills
- Team oriented

## ADDITIONAL ELIGIBILITY REQUIREMENTS

- Must have completed additional training and continuing education required to provide supervision to RBTs
- BCBA certification
- Able to maintain high level of confidentiality
- Verbal and written communication skills necessary to explain complex and/or confidential information
- Communicates in a professional manner
- Analytical skills
- Able to maintain high level of confidentiality
- Is able to work independently and in a team environment

## CLASSIFICATION

Exempt

\*Restrictions apply - contact The Behavior Exchange for additional information.

To apply please visit our career page

at: <https://www.hralliance.net/Apply/JobInfo.aspx?positionId=6549&locationId=4726>

--

**Mey-ling Cortinas, SPHR**  
**Director of HR**

6105 Windcom Court, Suite 400

Plano, TX 75093

[972.312.8733](tel:972.312.8733) Office

[1-866-271-5642](tel:1-866-271-5642) Fax