



JOB DESCRIPTION – Behavior Technician

Title: Behavior Technician

Reports To: Lead Supervisor or Program Manager

Employment Status: Non-Exempt

Job Summary:

The Behavior Technician provides Applied Behavior Analysis (ABA) services within the home, school and/or clinic environment to children with autism and other developmental disabilities. The Behavior Technician is responsible for providing the specific ABA programs as written by the case supervisor. Behavior Technicians must have knowledge of ABA techniques and data collection; training will be provided.

Responsibilities and Duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides Applied Behavior Analysis (ABA) services within the home environment to children with autism and other developmental disabilities.
2. Displays regular and reliable attendance. Reports to and departs from work on time, as scheduled, and accurately reflects all time on time card.
3. Successfully functions as a team member.
4. Meet a minimum productivity level of no less than 80%.

OTHER DUTIES AND RESPONSIBILITIES:

1. Completes all assigned duties within the time frame and according to the standards as established by the Behavior Supervisor and/or Lead Supervisor/Program Manager.
2. Complies with all FFYC CARES and program rules, policies and procedures including HIPAA standards.
3. Attends in-service trainings and staff development programs, seeks out supervision when needed
4. Takes adequate care and responsibility for equipment. Reports missing or damaged equipment and supplies.
5. Ensures facilities upkeep and safety by maintaining neat and clean work areas and securing work area at close of business day.
6. Familiar with and understands FFYC CARES policies and procedures. Follows all established policies, procedures and work rules.
7. Participates in regularly scheduled staff meetings.
8. Participates in the Injury and Illness Prevention Program and follows guidelines that promote workplace safety.
9. Reads memos, directives, meeting minutes, and revised policies and procedures as posted providing input and feedback where appropriate.
10. Other relevant duties as assigned.

Initials: _____



Qualifications:

Required

1. A willingness to learn.
2. Demonstrated ability to interpret procedure manuals effectively to others (e.g. staff, family members and community providers).
3. Demonstrated ability to be resourceful and take the initiative where appropriate.
4. Demonstrated ability to work with minimal direction and supervision.
5. Prior experience using logical problem-solving techniques both independently and in collaboration with others to meet needs service delivery requirements.
6. Excellent verbal communication and organizational skills, with attention to detail and follow-through.
7. Demonstrated ability to create written documentation that is legible, clear, and concise.
8. Analytic skills with a proven commitment to accuracy and timeliness.
9. Clear understanding of the distinction between therapeutic and social relationships and demonstrated ability to maintain appropriate relationships.
10. Ability to maintain positive morale and unit cohesion as evidenced by maintaining a cooperative and flexible attitude toward coworkers, showing adaptability to change, exhibiting effective communication and interpersonal skills, and taking initiative to solve problems.
11. Ability to set priorities and reacts appropriately to emergency situations.
12. Associates Degree. One year of relevant work experience may be substituted for each year of required education.
13. Clean driving record and a current CA driver's license or ability to obtain CA driver's license within 10 days after hired.
14. Basic level computer proficiency.
15. Basic level of proficiency in MS Word.

Preferred

1. Bachelors' Degree in related field (e.g. education, psychology, child development).
2. Successfully complete Registered Behavior Technician certification.

Physical Demands:

The physical demands and work environment 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 to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

Communication

1. Communicates clearly and effectively, both verbally and in writing, with co-workers, supervisors, and youth.
2. Prepares clearly and concisely written reports and summaries.



3. Must be able to comprehend, follow, and clearly convey instructions to others.
4. Must be computer proficient and be able to work on a computer for up to 8 hours per week.

Physical Activities

1. Possesses the ability to actively participate in and supervise youth's recreational activities, including noncompetitive sports.
 2. Must be able to bend, lift as much as 30 lbs, and walk up to a mile at one time.
 3. Must be licensed and have the ability and skill to drive cars, vans, or other vehicles. May require driving up to 10 (ten) hours at a week.
 4. Must be able to respond quickly to emergencies, and to learn and implement self-defense maneuvers, and to physically monitor youths to ensure they don't hurt themselves or others. *Job may be dangerous if the individual cannot assess and avoid threats posed by youth.*
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I have read and understand the duties and responsibilities for my position as Behavior Technician. I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my manager and/or Human Resources.

Name: _____

Date: _____

Signature: _____