



## **Behavior Analyst (BCBA) Job Description**

**Position:** Behavior Analyst (BCBA)

### **Purpose**

Under the direction of a Harwood Behavior Services Director, the Behavior Analyst will provide: supervision to Behavior Technicians and 1:1 behavioral intervention programs to children, in addition to developing programs, behavior intervention plans (as needed), and program monitoring of their caseload.

### **Knowledge and Behaviors Needed**

This position requires the individual to have a minimum of a master's degree in applied behavior analysis and hold an active status as a Board Certified Behavior Analyst (BCBA).

The employee must have:

- good organization and time management skills
- the ability to follow through on given directions in a timely manner
- patience
- the ability to interact well with children
- the ability to work cooperatively as a therapy team member
- the ability to work well independently
- passed all behavior technician competencies
- good written and verbal communication skills

### **Principal Duties and Responsibilities**

Responsibilities will include, but will not be limited to, the following:

- Provide supervision of behavior technicians working with clients.
- Implement 1:1 behavioral intervention programs to children
- Participate in training activities as needed that provides instruction on Applied Behavior Analysis, discrete trail teaching techniques, management of challenging behaviors, child development and data collection techniques applicable to the client population. In addition to recording and reporting on the behavior of individual children as assigned
- Assist with training and competency checklists for new and existing behavior technicians
- Receive supervision from the Behavior Services Director for each client they work with on a monthly basis.
- Communicate with supervisory staff
- Prepare and conduct team meetings
- Monthly graphing and progress reports
- Introduce and train new client programs under guidance of Behavior Services Director
- Manage and update client's program book
- Conduct VB-MAPP, ABLLS-R, ALFS, or other curriculum assessments adopted by Harwood
- Develop functional behavior assessment and behavior intervention plan under the supervision and guidance of the Behavior Services Director
- Assist with daily changes and updates to schedule as children and/or staff are out due to illness, vacation, etc.



- Prepare social skills, circle time, gross motor, natural environment teaching, etc.
- Delegate stimuli prep to behavior technicians as time allows

### **Critical relationships**

- the ability to work effectively/positively with parents to improve the quality of life of their children
- the ability to have a positive relationship with families, children, staff and others from diverse backgrounds
- the ability to give and receive feedback from peers and supervisory staff

### **Availability**

- Monday through Friday 8am-5pm; hours subject to flexibility for early arrival for meetings and cooperation with other Lead Behavior Technicians and BCBA's for after school hours
- 40 hours work week

### **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and sit. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 50 pounds. The employee must have the ability to move quickly to keep pace with toddlers and have the stamina to remain alert and energetic during therapy sessions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. There is little potential for harm or personal injury when basic safety and health precautions are followed.

**To apply, please send resume and cover letter to:**

**Helena Tyszka Powell**

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