

Job Description

Job title	<i>Registered Behavior Technician (RBT) & Job Coach</i>	Position	<i>Full-time</i>
Reports to	<i>Early Intervention Services Manager/Adult Services Director</i>	FLSA	<i>Exempt</i>

Job Purpose

The RBT provides 1:1 and group behavioral intervention services to children with ASD and other developmental disorders. Applied Behavior Analysis (ABA) treatment is individualized to meet the unique needs of each child. Behavioral programs may be used to reduce maladaptive behaviors and promote skill acquisition. Areas of focus include, communication, daily living skills, play skills, social skills, personal hygiene, and vocational skills. The Behavior Technician works as part of a transdisciplinary team composed of occupational therapists, speech pathologists, music therapists, educators, parents, and behavior analysts. A Board-Certified Behavior Analyst (BCBA/BCBA-D) designs the programs implemented by the Behavior Technician with input from all members of the child's team. The RBT is responsible for providing services in accordance with the BACB Guidelines for Responsible Conduct. Training and supervision on behavior analytic principles and procedures is provided via didactic and on-the-job training.

The Job Coach will collaborate with highly skilled professionals and highly experienced staff to develop, plan, implement, and assess programs for transition aged youth and adults with developmental disabilities. The Job Coach will plan and teach activities that enable participants to increase independent living, communication, and pre-vocational skills in preparation for paid employment. Lessons may take place at The Els Center of Excellence or in community-based settings. This portion of the position requires flexibility in schedule (with a need for working during evenings and weekends) and commuting between worksite locations.

RBT-Job Coach

Roles and Responsibilities: *Early Intensive Behavioral Intervention (EIBI Program) RBT*

- Assist the BCBA and other professionals with intakes and assessments
- Provide direct client care in 1:1 and group settings utilizing a combination of intensive and natural environment teaching methodologies
- Implement programs according to the behavior plan written by the BCBA
- Develop and create materials for programs
- Record and graph data for all goals during each behavioral session
- Assist with parent/caregiver training related to the client's individualized treatment plan
- Safely implement crisis management procedures in accordance with the client's behavior plan and only if you have been trained in PCM.
- Effectively communicate with parents/caregiver regarding the client's progress
- Participate in team meetings with staff, clients and their families
- Assist in the development of Individual Education Plan (IEP) goals or program goals for private therapy programs as they relate to behavior analytic principles

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Roles and Responsibilities: Adult Services Job Coach

Instruction

- Create spaces and procedures that will keep participants safe during all activities and address any safety concerns immediately with Director of Adult Services
- Create groupings and natural support systems to fit the needs of each participant (i.e., employee mentors, pairs, one-on-one)
- Utilize explicit and systematic instruction (i.e., preview, breaking down tasks, building on skills, review)
- Utilize strategies based on Applied Behavior Analysis (ABA) within instructional and behavior management procedures
- Develop visual and communication supports for program participants and complete a referral for clinical services (BCBA, SLP, MHC) and support as needed
- Utilize a system of least prompts and fading strategies during skill acquisition, practice, and maintenance

Planning

- Assist in the development and implementation of career support inventory
- Conduct an environmental assessment of worksite and develop visual supports for participants prior to their first day of employment
- Collaborate with Director of Adult Services to conduct applicant interviews, situational assessments, and orientation
- Perform document reviews for each client before the start of program
- Ensure all client documents are completed and uploaded to Central Reach prior to providing services

Collaboration

- Collaborate with host worksite staff and management to ensure program fidelity
- Provide sensitivity training to employer partners and staff to ensure they learn effective strategies in supporting employees with autism and related developmental disabilities prior to client start
- Work with employers and worksite staff to ensure they take responsibility for onboarding, supervision, provision of accommodations, and ongoing communication with client/employee
- Serve as a liaison between participants, their families, Els for Autism staff, and host worksite
- Ensure weekly communication with clients and their support networks during job exploration to ensure timely employment placement
- Collaborate with clinical services team (i.e., BCBA, SLP, MHC) when designing and planning supports
- Schedule meetings with employer, participant, and participant's support network when participant is having a challenge on the job
- Communicate all progress updates for VR clients to ensure the participant, participant's support network, and participant's VR counselor are kept apprised of all relevant information
- Attend all staff meetings, as assigned

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Qualifications

Required

- Bachelor's Degree in psychology, education, rehabilitation, social work, behavior analysis or other related area
- ~1 year of experience teaching/coaching students with developmental disabilities
- Experience working in a collaborative, team environment
- Ability to accept constructive feedback and develop knowledge and skill sets accordingly
- Adherence to a high level of professional and ethical standards (in accordance with BC standards)
- Excellent oral and written communication skills
- Ability to communicate effectively with colleagues, parents, community members, and staff members
- Effective time-management skills
- Commitment to maintain client confidentiality and adhere to HIPAA laws
- Proficiency in computer programs including Word, Excel, and PowerPoint, and data collection software for ABA programs
- Valid Florida driver's license
- BLS certification
- Reliable transportation to and from The Els Center of Excellence
- Registered behavior technician (RBT) Certification

Physical Requirements

- Must be able to lift and carry clients up to 50 pounds and must be able to assume and maintain a variety of postures (e.g., kneeling, squatting, crawling, sitting, and standing) for extended periods of time

Preferred

- Experience with crisis and physical management (e.g., PCM training)
- Experience job coaching adults with ASD and other developmental disabilities
- Experience securing paid employment opportunities for adults with developmental disabilities

Additional Requirements

Orientation and Training

- RBT- Job Coach must:
 - Complete a Level 2 Background Clearance & employment paperwork
 - Sign Els for Autism Confidentiality Agreement and Media Release Forms
 - Complete Els for Autism Video/Photo Release
 - Complete Els for Autism Staff Training Modules, HIPAA Awareness Training and Health and Safety Training

Professionalism

- Comply with Els for Autism Brand Standards and display a high standard of integrity and conduct while serving as a representative and ambassador for the Els for Autism, its mission, and the vision of the Els family

Els for Autism Administrator Approval

Date

Employee Signature

Date