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**JOB DESCRIPTION – LICENSED BEHAVIOR ANALYST (LBA)**

**POSITION IDENTIFICATION:**

**Functional Title:** Licensed Behavior Analyst

**Supervisor:** Clinical Director

**FLSA Status:** Non-Exempt

**Grade(s):**  12

**POSITION OVERVIEW:**

The Licensed Behavior Analyst (LBA) develops, provides and oversees individualized behavioral programs and services for children with autism and/or adults with developmental disabilities. This includes engaging in the specific and comprehensive use of principles of learning, including operant and respondent learning, to address the needs of individuals with autism spectrum disorder in diverse settings.

**ESSENTIAL DUTIES &RESPONSIBILITIES:**

1. Perform assessments provide applied behavior analysis to treat conditions and to develop, maintain or restore the functioning of individuals with developmental disabilities in an efficacious and cost effective manner.
2. Assess children using assessment tools (e.g., ABLLS, VB-MAPP, EFL etc. . ) and Functional Behavior Assessment as needed. This includes direct observation and measurement of behavior and conducting interviews with the client, caregivers, and other professions.
3. Maintain client caseloads by writing comprehensive Individual Behavior Plans for each child assessed, ensuring adequate support and contact for clients, planning and implementing services, ensuring comprehensive and appropriate billing of all services provided, and documenting billable hours according to Family Outreach policy, insurance provisions, and state and federal regulations.
4. Develop and implement teaching programs that reflect behavioral and other outcomes and objectives identified in the Individual Behavior Plan. Ensure the implementation of treatment plans, document contacts and observations; use professional knowledge and independent judgment to strategize continuous improvements.
5. Develop and implement skills acquisition, social skills programs and related services and milestones to select and measure goals. This includes establishing baseline performance and developing behavior targets, treatment goals, treatment plans, and objective and measurable treatment protocols.
6. Develop and implement positive behavior plans and strategies. Attend and facilitate program and client team meetings and ensure clients receive interventions to meet the full extent of authorized services.
7. Seek creative options for ensuring the continuity and consistency of treatment and support services across settings for the lifespan of the client. Develop strategies for the stability of quality services when clients experience transitions
8. Provide consultation and training for parents, teachers, and community members. Collaborate with other treatment team members and members of the individual’s education environment regarding patients’ progress through interdisciplinary team meetings, record review, and informal discussions as appropriate.
9. Establish and maintain data measurement, collection, and analysis systems for clients receiving behavioral interventions. Maintain appropriate documentation and prepare and complete reports as required. Perform frequent data collection and analysis to monitor and modify the treatment plan as needed. Update treatment plan as needed for each client depending on funding source requirements
10. Ensure that all treatment plans and programs comply with contract requirements, satisfy all relevant insurance certification and other expectations, and meet or exceed professional standards. Maintain highly organized, consistent, thorough, and systematic recordkeeping practices.
11. Ensure compliance with documentation protocols and that that progress notes are entered into client records on a timely basis and in accordance with established organizational procedures.
12. Conduct structured periodic service reviews to monitor the effectiveness of treatment programs and their implementation; modify and document plan changes as needed.
13. Participate in Individual Education Program (IEP) team meetings for clients as appropriate.
14. Supervise services Provided by Registered Behavior Technicians (RBT’s), Board Certified assistant Behavior Analysts (BCaBA),and those in course work to obtain certification and/or licensure. Follow all supervision requirements by Behavior Analyst Certification Board and Board of Psychologist in the State of Montana. provide program development, analysis of program delivery to individual clients, and required supervision as advised by Behavior Analyst Certification Board and agency agreements.
15. Staff, train, coach and facilitate treatment teams to provide services and ensure proper program monitoring. Provide staff development, training, and modeling for team members in strategies and methodologies for working with children on the autism spectrum and/or clients who have behavioral, adaptive, and/or social/communication challenges. Conduct in-service training, workshops, and presentations to develop skills and establish consistent practices across Family Outreach, Inc. programs of service. Provide consultation regarding crisis interventions and critical incident supports.
16. Develop and implement systems and protocols to collect behavioral data, interpret behavioral data and modify training plans as necessary.
17. Lead staff and others through crisis intervention and behavioral intervention implementation as required
18. Maintain regular communication with clients, families, BCaBAs, RBTs, and Supervisor.
19. Monitor clients schedules to ensure utilization of authorized services.
20. Provide supervision and documentation for staff members pursuing credentialing as BCBAs, BCaBAs and RBTs as necessary.
21. Provide outreach and technical assistance to inform potential clients and referral sources of available services, foster cooperation with and support of autism intervention programs, support professionals and communities in serving individuals with autism, and to maintain outside agency contacts.
22. Participate in education and training programs for patients, families, or community groups.
23. Provide consultation to professionals, hospitals, organizations, schools or agencies serving individuals with autism and their families.
24. Provide training to other agency staff (including travel to other offices) on intensive behavior therapy and related documentation and processes.
25. Distribute technical information to outside agencies and potential referral sources annually. Coordinate with the administrative assistant who maintains the community resource file.
26. Provide educational and Family Outreach informational presentations to outside agencies.
27. Provide information about Family Outreach services at community events and group meetings related to autism issues, intervention, and services. Represents Family Outreach at public meetings and settings.
28. Review and maintain, at least annually, contacts with referral sources. Maintain contact with and develop systems and processes so clients can participate in special programs.

**OTHER DUTIES AS ASSIGNED**

Perform a variety of other professional and administrative work as assigned by the supervisor. This includes coordinating special projects and events, attending training as required to maintain proficiency and certification, providing backup and coverage for other Family Outreach staff, conducting research, and providing coaching and training.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:**

* Behavior analytic therapies
* Assessment methodologies
* Skills acquisition methods
* Staff training and supervision
* Developmental disability intervention
* Special education
* Insurance, state and federal regulations
* Technical writing
* Communications
* Family Outreach service needs and operations

**Skills:**

* Operation of computers and business software applications
* Public relations
* Accurately processing forms
* Organizing and prioritizing work
* Establishing rapport and working constructively with staff, clients, parents, and community members
* Creatively solving problems

**Ability to:**

* Project a positive image of the agency
* Communicate effectively verbally and in writing
* Establish and maintain good working relationships with co-workers, families, and the public
* Follow verbal and written instructions
* Pay close attention to detail
* Record and analyze data
* Attend and facilitate program and client team meetings
* Work across a variety of environments
* Conduct training sessions
* Communicate effectively with community professionals
* Complete work assignments without continual direction

**QUALIFICATION REQUIREMENTS:**

* Requires education and experience equivalent to a graduate degree (master’s or doctoral) in behavior analysis, education, psychology or a directly-related field
* Completion of coursework covering the content required by the Behavior Analyst Certification Board (BACB)
* Completion of the experience (e.g., 1,500 hours supervised, 1,000 hours practicum, and 750 hours intensive practicum), supervision, contact, and observation requirements for BCBA and taking and passing the BCBA exam
* Must obtain and maintain licensure in good standing with the Montana Board of Psychologist as a Behavior Analyst
* Valid Montana driver’s license or ability to obtain in one month of hire.
* Access to reliable vehicle
* Successfully complete a background check

Family Outreach may conduct annual reviews of employee’s driving records and criminal background checks. All staff is required to report any changes in the status of either of these areas. \*Failure to do so could result in disciplinary action up to and including termination of your employment. These incidents are to be reported through your chain of command.

**REPORTING REQUIREMENTS**

The position is supervised by the Clinical Director, and is responsible for using initiative and judgment to determine how to proceed with assignments and to determine the methods best suited to each task. The PM provides direction on operational issues and is available to provide technical assistance with problems that involve other organizations. Work is performed according to Policies and Procedures established by the Family Outreach Board of Directors and the State of Montana.

**PERSONNEL MANAGEMENT**

The position supervises services provided by BCaBAs and RBTs, This includes providing training, assigning and reviewing work, and relaying performance information to the manager or conducting performance evaluation.

**WORK RELATIONSHIPS/PERSONAL CONTACTS**

The position involves contacts with consumers and their families, program staff, community resources, professionals, and others to communicate the principles of Applied Behavior Analysis across multiple learning styles and modes.

**CONFIDENTIALITY:**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding Family Outreach employees and clients. Consistent with applicable policy and guidelines, this position will respect and safeguard the privacy and confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. The person in the position hereby acknowledges and understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual and will not disseminate any such information.

**WORKING CONDITIONS:**

Work is performed in a normal office environment and in client homes. The position may involve overtime and weekend work during peak workloads. The position involves physical demands associated with travel by auto, working on a computer, communicating over the phone and in person, and light lifting and filing.

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**APPROVAL AND DATE:**

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I HAVE REVIEWED THE POSITION PROFILE FOR **LICENSED BEHAVIOR ANALYST (LBA)**  AND I ACKNOWLEDGE THAT I KNOW AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS AN EMPLOYEE OF FAMILY OUTREACH INC.

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| Signature |  | Date |
|  |  |  |
| Print Name, First & Last |  | Title |

Copy of signed page to supervisor

Original to Admin for Personnel file