



BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)

RESPONSIBILITIES

ASSESSMENTS

- Conduct assessments, including the VB-MAPP, ABLLS, and FBA/BIP utilizing empirically proven assessment tools.
- Complete timely and thorough reports utilizing agency templates.
- Make recommendations based on assessment results.
- Develop SMART goals and objectives based on evaluation and assessment results.

THERAPEUTIC SERVICES

- Provide therapeutic services at the center, as well as in the home, school and community.
- Develop and supervise ABA programs.
- Provide social skills instruction.
- Consult with schools and other organizations.
- Participate in meetings, including but not limited to: PPT, District Administration, and internal Clinical Meetings.

DOCUMENTATION

- Complete accurate and timely documentation.
- Develop and maintain treatment plans ensuring all goals and objectives meet the SMART criteria.
- Collect data during sessions.
- Complete thorough treatment note immediately after session.
- Write reports, including progress reports.
- Graph and analyze client data.

GOALS

- Meet or exceed your company goal as part of the Strategic Plan.
- Ensure clients are meeting or exceeding their goals.
- Determine goal acquisition utilizing objective data.
- Ensure monthly graphs of client progress are uploaded to client file.

CASE MANAGEMENT

- Assume the role of Case Manager for designated cases.
- Evaluate risk management and crisis management.
- Meet with staff prior to the start of a case to ensure staff have reviewed the file, treatment plan and train them in the goals and data collecting methods.
- Act as liaison to client and guardian.



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- Train and consult with caregivers and other professionals.
 - Ensure satisfactory implementation of treatment protocols.
 - Report progress towards treatment goals.
 - Develop and oversee transition/discharge plan.
 - Perform quality assurance measures for client records, programs and services.
 - Open and maintain Client Portal information.
 - Complete, submit and obtain insurance authorization and reauthorization requests.
 - Develop programming, program book and visuals.
 - Carry out the coordination of care plan detailed in the treatment plan.
 - Adjust treatment protocols based on data.
 - Recommend additional services needed.
 - Lead internal client team meetings.
 - Attend PPT meetings, as applicable.
 - Complete client discharge plans.

SUPERVISION

- Act as direct supervisor to RBTs and Behavior Therapists.
- Monitor treatment integrity.
- Provide consistent supervision in compliance with company requirements.
- Provide training to staff.
- Provide BCBA Experience Supervision to candidates for the BCBA, BCaBA and RBT.
- Ensure treatment goals and objectives are implemented in authentic manner.
- Ensure clients attain goals in time frames determined in treatment plan.
- Review and sign treatment notes within company times frames.
- Schedule, confirm and checkout staff appointments.

PROFESSIONAL DEVELOPMENT

- Prepare professional development materials.
- Conduct professional development trainings.
- Distribute and collect Quality Assurance Surveys after each professional development.

OTHER

- Ensure services are provided consistent with the mission, vision and core values of the company.
- Work within the terms and conditions of The SEED Center Policies and Procedures.
- Work as part of a team.
- Be responsive to the needs and requests of clients and co-workers.
- Be goal-oriented in all aspects of your work.
- Be persistent to overcome obstacles in the way of achieving goals.



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- Meet or exceed Key Performance Indicators (KPIs).
 - Arrive on time and prepared for therapeutic sessions and meetings.
 - Participate in clinical meetings.
 - Develop new programs and projects as directed.
 - Stay current within the field via conferences, periodicals, professional membership and/or workshops.
 - Attend meetings, trainings, PR events and marketing opportunities as requested.
 - Other duties as assigned.

QUALIFICATIONS

- Certified by the Behavior Analyst Certification Board (BACB) as a BCBA in CT.
- Licensed by the Behavior Analyst Certification Board (BACB) as a BCBA in NY.
- Certified by the Behavior Analyst Certification Board (BACB) to supervise others, as they become Registered Behavior Technicians, BCaBAs and BCBAs.
- Degree in a related field.
- Must maintain current license, certification and/or registration, including CPI.
- Must possess excellent communication and computer technology skills including usage of i-Pad and Smart Board.
- Must have reliable transportation.
- Must be able to work a flexible schedule, including evenings and weekends, around the needs of the clients.
- Must be passionate about helping others.