



**We are hiring in Carrollton, Texas! Join us at Easterseals North Texas for an exciting career as a Board-Certified Behavior Analyst. Email cover letter and resume to: [jwhitesides@ntx.easterseals.com](mailto:jwhitesides@ntx.easterseals.com)**

**Mission:** To change the way the world defines and views disability by making profound, positive differences in people's lives every day. [www.Easterseals.com/northtexas](http://www.Easterseals.com/northtexas)

Easterseals North Texas helps more than 4,500 individuals every year become more independent. Our therapists, job coaches, and other professionals make profound differences every day in the way people live, learn, work, and play. As a part of the community since 1939, we deliver high-quality, customized care to our neighbors.

**Job Title:** Board-Certified Behavior Analyst

**Location:** Carrollton, Texas

**FLSA Status:** Exempt

**Position Type:** Full Time

### **Program Summary:**

Easter Seals North Texas Child Development Center is a full replication of the Walden Early Childhood Center, developed by Dr. Gail McGee. We provide a fully inclusive preschool program, supervised by Board Certified Behavior Analysts (BCBA), and work on language and socialization throughout the child's day. Our goal at the Child Development Center is to impact preschool-aged children to produce significant and lasting behavior change to better their lives, as well as the lives of those diagnosed with autism spectrum disorder and other developmental disabilities. Young children with an autism spectrum disorder have deficits in both their ability to communicate and their ability to learn from others in the natural environment. With the acquisition of these skills, alongside their typically developing peers, they can begin to acquire new skills with much less systematic intervention and in a more natural environment.

### **Position Summary:**

The BCBA functions as the team leader of the client's Interdisciplinary Autism Treatment Team, providing evaluation, treatment, and consultation services to children and their families. The BCBA uses the principles of Applied Behavior Analysis within a family centered approach. The BCBA will develop and carry out programs and activities designed to improve the lives of children with autism and their families. The BCBA develops treatment plans that:

- improve function and enhance activities of daily life.
- focus on the individuals' and the families' stated needs,
- are individualized to address each client's unique needs, overcoming acknowledged weaknesses by identifying and using strengths,
- involve the client's natural support system of family and friends to ensure generalization of skills learned in therapy sessions,
- require consistent practice and repetition between therapy sessions to increase efficiency and effectiveness of the treatment plan, and are accountable (measurable, meaningful changes are demonstrated).

## **Essential Job Functions:**

- Contributes to providing quality care for clients of Easterseals in whatever capacity is required in accordance with skills and training.
- Maintains awareness of trends and best practices.
- Knows, abides by, and if appropriate, enforces Easterseals policies and procedures.
- Participates in Easterseals meetings and on committees as required and appropriate. The
- BCBA will participate in bi-monthly meetings with ESNT BCBA's in monthly Plan of Care Review meetings with the client and the Interdisciplinary Treatment Team, in monthly Parent training meetings, in weekly Plan of Care Review meetings with Treatment Team.

## Direct Services

- Develops ideas, plans, and procedures for initiation, expansion, improvement, and evaluation of Autism Services for the benefit of children and families with special needs.
- Conducts child assessments, as well as re-assessments, assessing skill levels of children utilizing criterion referenced or standardized tests outlined by the program, and create evaluation reports incorporating assessment tools, caregiver reports, and professional reports.
- Develops programs designed to meet the individual needs of each child.
- Promotes family involvement, advocacy, and supports the family decisions through involvement and provision of both individual and group family training.
- Ensures collection and graphing of data on a daily basis.
- Develops short - term and long-term treatment goals, plans and objectives (Plan of Care) based upon the initial evaluation and program requirements, and ensures weekly updates to Plan of Care.
- Coaches family members and/or client in strategies and opportunities for incorporating new skills or techniques into normal routines and activities at home and other natural environments such as school or childcare center, church, a play group, or relative's home, etc.
- Provides training and support specific to client goals.
- Instructs client and family members in the proper and safe use of adaptive equipment and assistive technology.
- Assists in coordinating services and makes appropriate referrals as needed.

## Compliance

- Ensures client and family confidentiality by complying with Easterseals policies and procedures, HIPAA (Health Insurance Portability and Accessibility Act) requirements, and any other privacy requirements as may be specified by referral sources, funders, or other licensing and regulatory entities.
- Ensures the safety and security of clients, staff, volunteers and visitors by knowing and following all safety procedures as required by Easterseals policies and procedures and any other referral sources, funders, or other licensing and regulatory entities, and understands the consequences of non-compliance.
- Adheres to code of ethics policies and procedures as defined in the ESNT Employee Policy Manual and by other regulating agencies.
- Records client testing results, treatments, responses, and progress on designated forms.
- Completes all evaluations, treatment progress notes, and discharge summaries and all other required records and paperwork in a timely manner according to stated policy.
- Develops and ensures maintenance of all client progress reports and documentation, in compliance with Easterseals policy and procedure and all other applicable standards, requirements, laws, rule and regulations.

- Reviews client charts and documents and review according to Easterseals policy and procedure for quality assurance on a biannual basis.
- Attends Plan of Care review meetings as required.

#### Supervision

- Provides supervision to ABA Trainees, as needed and in accordance with all applicable laws, standards and regulations.
- Serves as a Case Manager/BCBA for students, in accordance with all applicable laws, standards, rules, and regulations, and specifically in accordance with the students' educational institutions.

#### Training

- Attends 24 clock hours program development as required by licensing.
- Attends and passes CPR/First Aid course as required by licensing.
- Develops and presents staff in-service trainings and parent trainings specific to client goals.
- Assists in developing and presenting community education and/or training.
- Attends local and national conferences designed to further knowledge of Autism and Applied Behavior Analysis and maintain certification requirements.

#### Customer Services

- Provides exceptional customer service, both internally and externally.
- Maintains an effective and professional working relationship with consumers and their families, care providers, co-workers, and referral sources.
- Works and communicates as a member of a treatment team.

### **Requirements**

#### **Experience and Education:**

- Master's Degree in Behavior Analysis, Psychology, Education, Occupational Therapy, Speech-Language Pathology, or a related field.
- Board Certified and Licensed as a Behavior Analyst
- Certified by the Behavior Analyst Certification Board to provide supervision.
- A minimum of one-year experience working with children with Autism/Autism Spectrum Disorder.
- Computer: knowledge of Windows 2000 NT operating system and Office 97 products including Microsoft Word, Excel, Access, Outlook, or ability to learn independently.
- Current driver's license and proof of automobile insurance if travel in the North Texas area is required.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

#### **Equal Opportunity Employer**