



Come to learn
Come to grow
Come to celebrate

Position Description

Position: Behavior Therapist

Reports to: Lead Therapist

FLSA Classification: Non-Exempt, Hourly

POSITION PURPOSE:

Provide individualized Applied Behavior Analytic (ABA) services directly to clients with Autism Spectrum Disorder (ASD) in their home, school and community environments.

Provide services that place the highest priority on an ethical regard for the best interests of the children served.

QUALIFICATIONS:

- Employee must meet one of the following Mental Health Practitioner (MHP) standards:
 - a) Must have a Master's degree in behavioral science or a related field.
 - b) Must be enrolled in a Master's program in behavioral science or a related field and have 2000 hours of supervised experience working with children under the age of 18 who have severe emotional disturbances.
 - c) Must have a bachelor's degree in behavioral science or related field and have 2000 hours of supervised experience working with children under the age of 18 who have severe emotional disturbances.
 - d) Must have 6000 hours of supervised experience working with children under the age of 18 who have severe emotional disturbances.
- Employees must pass all state and federally mandated criminal background checks.
- Employee must meet all Minnesota Autism Center competencies, qualifications, training guidelines, and application requirements as determined by the Executive Program Director.
- Employees must be interested in working with children diagnosed with ASD and possess the interpersonal skills to be playful, enthusiastic and bring a high level of energy into the therapy situation. They must be able to develop an effective rapport with client and client caregivers. They must also be assertive while demonstrating behavior therapy in an isolated home environment.
- Employees must have the ability to read written treatment directions, collect numeric data and summarize the results. In addition, strong writing skills to document treatment sessions are required.
- Employees must be able to drive, possess a valid driver's license, continuously maintain appropriate auto insurance as mandated by the State of Minnesota and have use of an automobile to travel to worksites and to the office for training sessions and meetings.
- Employee must be willing to work well with a team and comply with supervisory direction.

PREFERRED QUALIFICATIONS:

- Employees possessing a BA or BS in Psychology or a related field or above are highly preferred.
- Employees who are Board Certified Associate Behavior Analysts or Board Certified Behavior Analysts are highly preferred.

TRAINING:

- Behavior Therapists must continue to meet all competencies listed on the Behavior Therapist Competency Based Checklist under the supervision of the Lead Therapist.
- Behavior Therapist will incorporate performance feedback, from supervisors into their performance according to timelines set forth by the Supervisor.
- The Behavior Therapist must work as part of a team to develop and deliver Intensive Early Intervention Behavior Therapy for children with ASD.

MAJOR RESPONSIBILITIES:

- Behavior Therapist will successfully implement treatment programs for client with ASD by demonstrating all competencies for a Behavior Therapist.
- Behavior Therapist will work consistently as part of a team to ensure that the client assigned receives the highest quality therapy and treatment possible.
- Behavior Therapist may train and demonstrate competencies to other Behavior Therapists.
- Behavior Therapist will demonstrate programs to client caregivers and interact with client caregivers daily as part of the client's behavior therapy program.
- Behavior Therapist will complete all required case management services needed for assigned client.

INDIVIDUAL SKILLS DELIVERY:

- Conduct Individual Treatment Plan (ITP) objective programming as written, adapting to frequent program modifications. Includes, but not limited to:

Preparation for shift and environmental management

Discrete Trial Instruction

General Teaching

Systematic Acceleration Training

Communication and Professionalism

- Conduct behavior management and reinforcement programming as written, adapting to frequent program modifications.
- Communicate with treatment team via written notes (both reading and writing) to ensure proper therapeutic levels are utilized for each program each day.
- Take responsibility for client's programming during the assigned schedule.
- Deliver the assigned schedule of services to the entire caseload as the Behavior Therapist, meeting the required number of hours agreed upon with supervisor.
- Keep therapy appointments as per schedule developed in conjunction with client and Lead Therapist. Be on time and keep all clinical appointments.
- Prepare sufficiently in advance by reviewing pertinent data including the client's Short Term assigned Objectives, Daily Organization Sheets, data for each program, regular clinical meeting notes, and any Lead Therapist's notes of programming changes to ensure successful completion of each scheduled activity.
- Provide training, demonstrations, and feedback to fellow Behavior Therapists, intern/practicum students, and client caregivers, as directed by supervisor.
- Attend scheduled Clinical Review Meetings for each client's program and all scheduled trainings with the Lead Therapist to remain current with all programming needs and changes.
- Provide timely input and feedback to supervisors and team members regarding clinical programming, including during each Clinical Review Meeting.
- Document each on-site session with a progress note entered in the clinical record daily; write brief progress notes (to include objectives addressed per session and any reportable incidents) and verify accuracy. Turn in progress notes with billing record for each date billed, reliably using the billing and time reporting system as directed by the supervisor. Complete all clinical reporting in a timely manner as directed by the Lead Therapist.
- Assist in the development program materials as requested by the supervisor.

- Maintain confidentiality in accordance with all state and federal guidelines. Complete tasks as assigned by supervisors.
- Refrain from performing or administering any health care services, absent an emergency situation.
- Other duties as assigned.

DATA COLLECTION AND ONGOING ASSESSMENT:

- Collect and record data for each treatment objective and the objectives as a group in the Child Clinical Log Book instructed by the Lead Therapist.
- Assist supervisors in conducting necessary skill assessments.

FAMILY SKILLS:

- Assist in the training of client caregiver as directed by Lead Therapist as necessary.
- Participate in team clinical meetings by demonstrating current programs and identifying any concerns and communicating observations regarding programming and the client's behavior.

COMMUNICATIONS:

- Communicate with clients, client caregivers, peers and supervisors in a professional manner.
- Relay information in written or verbal form to client caregivers, MAC staff or other support staff as necessary in a timely manner.
- Effectively communicate clinical issues with client caregivers to supervisor immediately, completing incident report forms as necessary.
- Report all incidents of suspected abuse or neglect of any family member immediately according to Minnesota Autism's Policy and Procedure Manual.
- Return phone calls and email correspondence within two working days.
- Give appropriate notice for cancellations according to MAC Policy and Procedure Manual.

ADDITIONAL RESPONSIBILITIES:

- Comply with Minnesota Autism Center's policy and procedures regarding personnel practices.
- Attend all necessary trainings and/or meetings at central office site.
- Appropriately utilize the time-reporting system for reimbursement after completing and filing daily progress notes, in a timely manner, as directed by supervisor.
- Incorporate performance feedback into therapy, according to timeline indicated by supervisors. Comply with all corrective feedback given by supervisor.
- Report all difficulties with workload, significant incidents, concerns and dissatisfactions to the supervisor.
- Comply with all state and federal rules and regulations including, but not limited to Rule 40, and the use of aversive procedures.
- Consider ethical and cultural issues and maintain appropriate boundaries when interacting with clients, client caregivers, colleagues, and student interns.
- Restrict work to personal domain of expertise and use most updated methods as recognized by the profession.
- Comply with the requirement that a parent and/or caregiver be present at all times.

PROFESSIONAL DEVELOPMENT:

- Must complete twenty hours of continued training every two years:
 - Attend mandatory MAC training sessions
 - Read a minimum of two (2) peer-reviewed articles or book chapters on behavior analysis.

WORK ENVIRONMENT:

- Employees will be working in the client's home, client's school, community setting or the central office site.
- Employees must comply with MAC dress codes at all times.

In order to perform the job at the necessary levels, this position requires access to all protected health information (PHI) of all Minnesota Autism Center clients. It is the responsibility of all positions to be aware of Minnesota Autism Center's Privacy Policies and Procedures and to report any violations to their supervisor or the Privacy Official (see Minnesota Autism Center's Privacy Policies and Procedures Manual – Staff Compliance and Sanctions).

The Privacy Official may assign tasks regarding Minnesota Autism Center's Privacy Policies and Procedures to Minnesota Autism Center staff members, including making revisions. While completing these assigned tasks, the Minnesota Autism Center staff members will be under the supervision of the Privacy Official.

I, the undersigned, have read the contents of the position description and understand that I am accountable for all the duties and responsibilities outlined herein.

Employee Name (PRINT) _____ Date _____

Employee Signature _____ Title _____

Supervisor Name (PRINT) _____ Date _____

Supervisor Signature _____ Title _____

This position description is not meant to be inclusive. It defines the critical job responsibilities and requirements only, which are subject to change at any time due to reasonable accommodations or for other reasons.

The Minnesota Autism Center is an Equal Opportunity Employer