

Lead Therapist Position Description

Position: Lead Therapist

Reports to: Clinical Supervisor

FLSA Classification: Exempt, Salary

POSITION PURPOSE:

Manage, develop and implement intensive intervention/behavior therapy programming to children with Autism Spectrum Disorder.

QUALIFICATIONS:

- Employee must meet all Mental Health Practitioner qualifications.
- Employee must meet all Minnesota Autism Center competencies (Lead or equivalent), qualifications, training guidelines, and application requirements as determined by MAC.
- Employee must have strong interpersonal skills.
- Employee must have demonstrated the ability to apply behavior analytic principles and techniques to promote independence and reduce challenging behavior of children and youth with Autism Spectrum Disorder.
- Employee must possess the supervisory skills necessary to oversee therapeutic programs and all staff assigned to worksites.
- Employee must possess highly developed verbal and written communication skills.
- Employee must be able to collaborate with the clinical team to assure the best therapeutic programming for client.
- Employee must possess a valid driver's license, automobile insurance, and have use of an automobile to travel to worksites and office.
- Employee must pass all criminal background checks as required by the State of Minnesota to be eligible to work with children and vulnerable adults.
- Employee must be proficient in the use of MS Office (Word, Excel, PowerPoint, and Outlook).
- Continued First Aid/CPR certification.

PREFERRED QUALIFICATIONS:

- At least three years of experience working with clients with Autism Spectrum Disorder within the field of Applied Behavior Analysis.

MAJOR RESPONSIBILITIES:

- Collaborate with the Clinical Supervisor and Program Managers to develop Individualized Treatment Plans (ITP), based on the needs of each client.
- Development of programs for each ITP objective and ensure that necessary stimuli is available for each program.
- Conduct 90-day and 6-month ITP internal and external reviews for all clients.
- Devote a minimum of 15 billable hours per week with clients; this need may increase on any given week depending on staffing needs.

- Fill in missed shifts when needed.
- Ongoing review, analysis, and evaluation of behavior therapy sessions through overlaps to ensure the consistency with therapeutic procedures. Track staff performance through completion of overlap forms.
- Train and assist with supervision of Behavior Therapists.
- Meet with the Clinical Supervisor and Program Manager once a month to discuss each client's progress on the ITP, as summarized in monthly supervision graphs.
- Train Behavior Therapists to implement therapy programming with 80% accuracy.
- Provide leadership to staff to ensure quality within the implementation and design of each child's therapeutic program, as well as other related team, family, and clinical management duties.
- Assisting, maintaining and completing documentation with regards to restrictive procedures.
- Exercise independent judgement to complete functional behavior assessments, BIP development and miscellaneous assessments as needed.
- Maintain professionalism with peers, staff, clients and families across all areas and social media.
- Lead the process of family skills training sessions to caregivers and other service providers in home, center, and/or community environments to promote consistency and generalization of mastered skills.
- Graph and report progress of each client's therapy program on weekly/monthly service summary including all ITP goals.
- Maintain, compile and audit all required documentation needed for each client's records and billing purposes in accurate and timely manner.
- Turn in weekly audit information to the central office in a timely manner.
- Conduct/participate in team meetings on a monthly basis and as needed to ensure consistency with staff.
- Respond to emails and phone calls within 24 hours.
- Maintain program book and administrative book.
- Attend mandatory lead meetings or staff training sessions.
- Make mandatory changes to client documents as needed.
- Attend collaborative meetings.
- Assist with completing performance evaluations for behavior therapists annually.
- Provision of advice and participation on ITP meetings with families/caregivers.
- Oversee and assist with the development of Group Learning Time Curriculum (if applicable at assigned location).
- Assist with daily/weekly/monthly schedules (as applicable at assigned location).
- Participate in and assist with miscellaneous MAC events (e.g., fundraiser, Parent Night Out, etc.).
- Other duties as assigned by management.

PROFESSIONAL DEVELOPMENT:

- Must complete twenty hours of continued training every two years

- Record all training hours on Mental Health Practitioner Training Log and turn into administration quarterly.

WORK ENVIRONMENT:

- Employee will work at assigned location which is subject to change as needed.
- Ability to sit, walk and/or stand for extended periods of time.
- Will be called upon to assist in clients' personal hygiene and/or personal care needs of students such as dressing, feeding and toileting.
- Will be called upon to assist with challenging behaviors.