



ABA MASTER PRO
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JOB DESCRIPTION: BEHAVIOR ASSISTANT

INTRODUCTION

The purpose of this job description is to define the authority, responsibilities, duties, reporting relationships, and measures of performance for ABA **MASTER PRO CORP.**

POSITION OVERVIEW

The basic function of the Behavior Assistant is to provide one-on-one activities related to the delivery of the behavior analysis services for a consumer for whom traditional residential habilitation services have been documented unsuccessful or are considered to be inappropriate for health or safety reasons and for children who require behavioral services but for whom providing services in the family home will likely be more effective and less restrictive. Services should be provided in the setting(s) relevant to the behavior problems being addressed. Services should be provided for a limited time and discontinued as the caregivers gain skills and abilities to assist the consumer to function in more independent and less challenging ways. Behavior assistant services for children should supplement and support, transfer stimulus control and generalize behavior change, the acquisition and reduction plans designed and implemented by the primary source of services for children- the education system.

The overall performance of the Behavior Assistant will be based on his or her ability to accomplish delegated responsibilities with minimal supervision and direction to quickly identify problems in the individual's setting, advise the BCBA-D, BCBA, BCABA, or Licensed Professional as needed so that corrective action can be taken, keep the Director informed of activities in the field, and maintain all state and other regulatory standards as required by the company.

REQUIREMENTS AND QUALIFICATIONS

Required:

- High School Diploma and at least 18 years of age.
- 20 hours or 40 hours in Positive Behavior Support Training Curriculum. On January 1st, 2019, is required Registered Behavior Technician's Certification, expedited by Behavior Analysis Certification Board (BACB).

EXPERIENCE

At least two years of experience providing direct services to consumers with developmental disabilities or at least 120 hours of direct services to consumers with complex behavior problems, as defined in Chapter 65B-4.031 (2), F.A.C., or 90 classroom hours of instruction in applied behavior analysis from non-university, non-college courses 20 contact hours of instruction in the following areas:

- Introduction to applied behavior analysis basic principles and functions of behavior
- Providing positive consequences planned ignoring, and stop-redirect-reinforce techniques
- Data collection in maladaptive and replacement behaviors.
- Either a certificate of completion or a college or a university transcript and a course content description, verifying the Behavior Assistant completed the required instruction, will be accepted as proof of instruction

The 20 contact hours of instruction required above may be obtained within the 90 classroom hours of instruction used to meet the requirements above.

TRAINING

Proof of annual or required updated training in behavior analysis shall be maintained on file for review. The Behavior Assistant is responsible for all training requirements outlined in the Core Assurances and for other mandatory trainings.

SUPERVISION

In general, the amount and nature of supervision required will be dictated by a number of factors including, but not limited to:

- The Behavior Assistant's experience and training with the presenting problem
- The potential for physical risk presented by the behavior involved or the intervention to be used
- The history of the Behavior Assistant in intervening successfully under similar conditions
- Contractual stipulations regarding supervision with the Behavior Assistant Consultant's client (by the governmental entity regulating supervision of Behavior Assistants). Monitored and supervised by a person who is certified in behavior analysis (BCBA-D, BCBA, BCaBA or be a licensed or registered psychologist certified by the American Board of Professional Psychology in Behavioral and Cognitive Psychology who was tested in Applied Behavior Analysis, or be authorized by the BACB to provide supervision for a Verified Experience) under Chapters 490 or 491, F.S., in accordance with Chapter 65B-4.030 (10), F.A.C. The purpose of the training is to provide the knowledge and skills required for the effective supervision of those who deliver behavior-analytic services and those who are pursuing BACB certification

SKILLS, KNOWLEDGE, AND ABILITIES

Outstanding social skills, excellent verbal and written communication skills, intuitive analytical abilities, training or coursework in developmental disabilities, knowledge of state, HIPPA, and Medicaid regulations, ability to handle multiple activities at the same time, access to computer and an e-mail address, working knowledge of Microsoft Word and Excel, and ability to make accurate and timely decisions.

AUTHORITY

The Behavior Assistant Consultant is selected by the BCBA-D, BCBA, BCaBA or licensed consultant, and as an independent consultant, is delegated sufficient authority to successfully accomplish all assigned duties, responsibilities, goals and objectives assigned to the position.

REPORTING RELATIONSHIP AND ACCOUNTABILITY

The Behavior Assistant reports directly to the BCBA-D, BCBA, BCABA, or the Licensed Consultant.

RESPONSIBILITIES AND DUTIES

- Complete a time sheet for each visit signed by the caregiver, guardian, or competent adult
- Complete daily progress notes for each visit signed by Behaviors assistant/RBT (Initials).
- Become familiar with the Behavior analysis program.
- Implement and conduct behavioral procedures for reduction of problematic behaviors; implement behavioral procedures for acquisition of replacement skills; collect data in problem and replacement behaviors.
- Report any incidents of Client Rights, Zero Tolerance, Health/Safety/Welfare violations; Begin Incident reports for any Abuse/Neglect situations observed or reported to you, and inform the BCBA-D, BCBA, BCaBA or Licensed professional immediately

ADDITIONAL DUTIES

- Track hours of service and stay within the budgeted time frame
- Provide behavior data and daily progress notes by e-mail to the BCBA-D, BCBA, BCABA or Licensed Consultant on the last day of the month
- Provide the completed time sheet in person to the Office between the 1st and 5th of each month
- Following the first 60 days of employment, and quarterly thereafter:
 - Participate in a formal performance review with the BCBA-D, BCBA/BCABA/ Licensed Consultant and the Clinical Director
 - Attend meetings as Policies or Procedures Change
 - Maintain a home office with access to Computer/e-mail and copying capabilities
 - Return phone calls within 4 hours and e-mails within 24 hours
 - Notify BCBA-D, BCBA/BCABA/Licensed Consultant and Clinical Director of BCBA of Vacation time to post in agency calendar

MEASURES OF PERFORMANCE

The Behavior Assistant will be deemed to be operating in an effective manner when each of the responsibilities, as outlined above, are completed in an effective and timely manner, and when there are no regulatory concerns or complaints from the consumers or their families or caregivers.


ACKNOWLEDGEMENT

I have carefully read, and fully understand the above stated job description. I believe this to be accurate and complete. I further understand and agree that management retains the right to change or amend this job description at any time.

Behavior Assistant/RBT (Signature)

Date

Behavior Assistant/RBT (Print Name)



Osmany Hernandez – President

Date