

Job Title	BCBA	Department	Special Projects
Reports To	Director of Special Projects	Location	Various
Pay Class	Salary Exempt	Safety Sensitive Designation	Non-DOT
Version	Original	Effective Date	1/1/22
JOB OBJECTIVE	<p>The BCBA will provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis, function analyses and assessment, behavior acquisition and reduction procedures, and adaptive life skills.</p> <p>A BCBA will also oversee programming of associate behavior analysts and provide ongoing support and supervision to Direct Support Professionals (DSP) as it relates to the implementation and documentation associated with Behavior Support Plans.</p>		
ESSENTIAL FUNCTIONS	<ol style="list-style-type: none"> 1. Assess Patient Behavior 2. While observing clients, behavior analysts take note of social and developmental behaviors. They conduct observations in settings such as schools, homes, or communities, and they note any difficulties their client has behaving in these settings. 3. Develop Behavior Plans 4. After setting goals for clients, behavior analysts develop individualized behavior plans. Using applied behavior analysis, these plans aim to guide the client toward changed behavior. 5. Consult with Families and Staff 6. Behavior analysts communicate frequently with teachers, families, and staff about the needs of their clients. They inform them of behavior plans and goals for clients, and they discuss clients' progress. 7. Keep Therapy Notes 8. Behavior analysts keep up-to-date notes on all of their patients. These notes are taken regularly and help in developing behavior plans or tracking progress. 9. Conduct Behavioral Assessments 10. Behavior analysts conduct behavioral assessments to analyze client behavior. Functional assessments that behavior analysts perform include FAST interviews and ABC analysis. 		

SUPERVISED POSITIONS	<ul style="list-style-type: none"> None
KNOWLEDGE, SKILLS, & ABILITIES (KSA)	<ul style="list-style-type: none"> Knowledge of applied behavior analysis – behavior analysts are familiar with behavioral assessments and understand the ways that behavioral programs are developed and implemented. Writing skills – because they frequently draft reports and write-ups, behavior analysts need strong writing skills to clearly convey detailed information about their clients' progress and behaviors. Communication skills – behavior analysts possess strong communication skills that let them build rapport with others and work collaboratively to reach specified goals. Experience working with children – behavior analysts understand the needs of children and remain patient and professional during tantrums, misbehavior, or other stressful situations. Individualized education experience – behavior analysts understand individualized education programs (IEPs) and use strategies to work towards each client's IEP goals.
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> Master's Degree with Current BCBA certification Certified as a BCBA for a minimum of 2 years experience with autism spectrum disorders Minimum of 2 years Experience in an ABA program setting up and directing programs for children with Autism Supervisory experience with staff and training Ability to analyze data Experience with financial statements and record keeping Ability to work with a variety of clients regarding age, functionality and with minimal supports Excellent problem solving ability Ability to plan, organize and coordinate multiple program development activities Motivated and Self Starter
PHYSICAL DEMANDS	<p>The employee is frequently required to stand, walk, and sit. The employee is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 50 pounds.</p>



JOB DESCRIPTION

WORK ENVIRONMENT	<ul style="list-style-type: none">• 20% Office• 80% Community• Participant Homes or Programs
WORK STATUS, SCHEDULE, TRAVEL	<ul style="list-style-type: none">• Full Time• Monday-Friday, 40+ hours per week• On-Call• Extended periods of travel, 1-3 times per year
Sycamore Services Team	<ul style="list-style-type: none">• Promote and uphold the agency mission statement.• Promote sense of team through mutual respect and assisting co-workers as needed.• Maintain confidentiality of consumer information and records.• Perform other duties as assigned.

Patrick Cockrum
CEO, Sycamore Services

9/12/2022

Date