

OPERATIONS SUPPORT ASSISTANT

Job Status:	Part Time/Additional Duties	Reports To:	Clinical Director, Administrative Director, Office Manager
Hourly:	N/A	Date:	
Hours:	M-F; Flexible Hours		
Certification	Must have a high school diploma or GED; Must be able to obtain the Registered Behavior Technician certification; Must have updated child abuse and FBI clearances, and criminal background check.		

Company Information

Children's Universal Behavior Services (affectionately known as "CUBS") was founded in the Pocono Mountains to meet the growing need for comprehensive behavior services for children, their families, and educational institutions affected by autism and related disorders.

Our team has a distinct and effective approach to implementing behavior analytic services, grounded in the evidence-based practice of Applied Behavior Analysis (ABA). CUBS individualized behavior programs have a common goal - to encourage wellness, foster independence and inclusion, prepare for learning, and promote personal empowerment so that children and their families can **THRIVE**. By actively engaging with their communities, peers, and collaborative care providers, children are more likely to maximize their potential and quality of life.

CUBS operates a center in Shawnee on Delaware, Pennsylvania and serves children ages 0-13 in school, home, and community-based settings with exceptional therapeutic and habilitative treatments. Services also include parent training and consulting, as well as training for professionals who are involved in the treatment and education of children.

To apply online or for more information about CUBS, please visit www.ChildrensUniversal.com.

Position Summary

The Operations Support Assistant (OSA) position was created to augment both clinical and administrative staff to improve consistency and quality service delivery. The OSA reports directly to the Clinical Director for workload assignments as clinical requirements take priority to mitigate service disruption and maintain high quality care and treatment for our clients. The Clinical Director may assign both clinical and administrative tasks, or delegate authority to the Administrative Director and/or Office Manager to assign administrative tasks.

Responsibilities

Administrative Support

- Material preparation and program development
- Support Clinical Director & Office Manager with administrative tasks to include, but not limited to filing, printing, labeling, and improving organization
- Keeping administrative area tidy, to include restocking supplies and light cleaning
- Maintaining stock of administrative materials & providing purchase requests as needed

Maintenance, Cleaning & Organization

- Daily walkthroughs to return materials to designated storage areas
- Restocking supplies, i.e. mail orders and toiletries
- Battery replacement when toys expire during other staff's direct session
- Light cleaning

Direct Service Substitute

- Maintain availability to cover for direct care staff who call out or cannot perform their scheduled appointment or responsibilities
- Maintain availability to substitute between the hours of 8:30AM – 5:30PM
- Overlap, as needed, to be better prepared if/when needed to substitute

Direct Staff Support

- Provide informal training, support and guidance to newer staff on their competencies
- Maintain situational awareness of staff and client temperament in the center and respond appropriately to requests for assistance from other staff. Become confident with de-escalation strategies across different clients and situations.

Basic & Physical Requirements

- Must be able to lift up to 50 pounds.
- Must be able to lift and carry clients with adaptive equipment.
- Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time.
- Must be able to sit on the floor or stand for extended periods of time.
- Must be willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan in the course of working with children with challenging behavior.
- Must have manual dexterity to perform specific computer and electronic device functions for data collection.
- Must be physically present at the assigned job location, which may include home, school, center, and community placements.
- Must be able to receive and retain detailed information through oral communication.
- Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.
- Must have reliable transportation and be willing and able to travel between different job sites within a 30 mile radius from CUBS in Shawnee, PA.
- Must have a valid driver's license & auto insurance policy.

Qualifications

- Must have a high school diploma or GED.
- Must have completed the Registered Behavior Technician (RBT) training and willing to obtain certification; or have the equivalent college coursework from an accredited university.
- Must have updated clearances, including child abuse, federal (FBI) and state criminal background check.

Reporting Relationship

- Employment Supervisor: Administrative Director.
- Clinical Supervisor: Behavior Consultant/Behavior Analyst.

Related Training

- Responsible for completing and maintaining all required certifications and trainings once employed including, but not limited to: RBT training, CPR, First Aid, TACT 2, Clearances/Background Checks, and other company in-services and trainings as directed by employment supervisor.

Benefits of Joining CUBS

- Part-Time and Full-Time positions available with flexible hours.
- Competency-based compensation: A clear path for advancement while maintaining the highest quality services.
- Six (6) paid holidays.
- Paid time off (PTO) for full-time employees.
- Professional development programs for BT to BCBA.
- BCBA Supervision hours towards certification.
- Employee Wellness Program.
- Language Stipend.

Application Procedures

Submit a letter of interest, resume of relevant experience, and names and contact information for three (3) references via our website (www.ChildrensUniversal.com), under the Employment page. You are also welcome to fax, mail or deliver your application package and clearances to the address below. We are looking forward to connecting with you!

Children's Universal Behavior Services

107 Shawnee Square Drive
Shawnee on Delaware, PA 18356
Office | 570-369-4991
Fax | 570-664-6662