

## PROGRAM SUPERVISOR (BOARD CERTIFIED BEHAVIOR ANALYST)

<b>Job Status:</b>	Part-Time and Full-Time	<b>Reports To:</b>	Clinical Director
<b>Pay:</b>	Starting at \$36 hour; \$65,000 year	<b>Date:</b>	Effective Immediately
<b>Hours:</b>	M-F; Occasional Saturday's (as desired); Flexible Hours		
<b>Qualification</b>	>5 Years working with client's with ASD or Developmental Disabilities; Master's Degree in Psychology, Applied Behavior Analysis (ABA), Education, Special Education or related field; Board Certified Behavior Analyst (BCBA) Certification; and Behavior Specialist Licensure (BSL)		

### 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](http://www.ChildrensUniversal.com).

### Position Summary

The Program Supervisor is a Board Certified Behavior Analyst (BCBA) that provides a range of applied behavior analytic (ABA) assessment and clinical services to children with autism spectrum disorders and related developmental disabilities. They provide behavior consultation, training to caregivers, conduct behavioral evaluations of clients and design behavior and individual support plans. As a Program Supervisor, the BCBA educates, observes, assesses, and supervises the therapeutic activities and service delivery of Registered Behavior Technicians (RBTs) and ABA therapists.

*Essential components of this position are listed below, but subject to change at the discretion of CUBS. This position description defines essential job functions, but does not provide an exhaustive list of duties that may be assigned. Specific duties and responsibilities will vary depending upon classification (Behavior Supervisor, Level 1 - 4).*

### Duties & Responsibilities

- Coordinates, schedules, communicates and continually evaluates the effectiveness of functional assessments, behavioral evaluations, behavior plans and goal treatment plans for clients on their caseload
- Adheres to the Behavior Analyst Certification Board ***Guidelines for Responsible Conduct for Behavior Analysts***, as well as all Pennsylvania guidelines for professional conduct and Ethics Code
- Maintains a weekly billable caseload of service hours according to state and federal regulations, and as directed by the Clinical Director
- Conducts Functional Behavior Assessments and determines clinically appropriate goals, services and target dates
- Develops individualized goals and objectives for home-, community-, and center-based programs and designs behavior support plans based on functional assessment data
- Creates and oversees programs for multiple diversely funded clients, including insurance clients, private pay clients, school clients and regional center (i.e., Medical Assistance) funded clients
- Provides parent education and regular reporting on clients' progress towards goals to all types of funding sources
- Supports and trains newly hired Behavior Technicians and seasoned technicians with professional development goals and appropriate client family relationships
- Focuses IEP planning sessions and IEP attendance to ensure a collaborative goal-oriented approach for families, schools, and non-public agencies
- Creates work schedules and assists with integrated team scheduling
- Maintains certifications pertaining to health/safety (i.e., Nonviolent crisis intervention, OSHA, HIPPA, etc.)
- Creates and implements feeding programs for children with restrictive diets, food selectivity, and limited food repertoires
- Administers, conducts, evaluates and supervises the implementation of behavioral assessment measures (e.g., VB-MAPP, Essential for Living) and functional behavior assessments
- Ensures appropriate behavioral data systems are implemented such that quantifiable behavioral data is collected at regular intervals to allow for the continual evaluation of behavior plans and the achievement of individual goals and objectives
- Teaches RBTs and BTs/ABA therapists on the proper implementation of educational and clinical behavior programs and plans, data collection systems and all necessary monitoring and reporting systems
- Conducts regular (weekly/biweekly) caregiver and/or teacher training and consultation, as well as provides ongoing individual program oversight, conducts weekly supervision meetings with RBTs and BTs
- Meets weekly with Clinical Director and provides immediate notice of issues impacting client's progress and satisfaction
- Completes all necessary documentation in a timely and satisfactory manner as requested by the Clinical Director
- Responds appropriately to feedback and maintains or improves performance according to the Quality Improvement Program

### **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 and auto insurance policy.

### Qualifications

- A minimum of a Master's Degree from an accredited institution in Psychology, ABA, Education, Special Education or related field.
- Must maintain valid clearances, including child abuse, federal (FBI) and state criminal background check (processed 1 year prior to employment).

### Experience

- A minimum of 5 years' experience providing therapeutic services to children with Autism and related disorders
- Program development and staff management experience
- A minimum of 1 year of full-time postgraduate experience in the provision of mental health direct services to children and at least one of the following:
- High confidence and experience writing reports documenting behavioral recommendations for parents, caregivers and agency personnel in a timely and accurate manner
- Possesses a strong foundation and deep understanding of ABA and research-based therapeutic interventions
- Must be proficient with intensive teaching, natural environment training, ABA Program Development, ABA Behavior Reduction and Skills Acquisition Procedures
- Must have excellent writing and oral communication skills
- Highly organized with the ability to multi-task
- Must be able to work well as part of a team with staff

### Reporting Relationship

- Employment Supervisor: Administrative Director
- Clinical Supervisor: Clinical Director

### Related Training

- Responsible for completing and maintaining all required certifications and trainings once employed including, but not limited to: 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](http://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**

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