



Assistant Clinical Supervisor

Using Applied Behavior Analysis, an Assistant Clinical Supervisor will implement, develop and/or assist in developing, and supervise individual ABA programs and interventions in applied settings. An Assistant Clinical Supervisor utilizes specific research-based principles of ABA. Assistant Clinical Supervisor must demonstrate ability to independently apply their job responsibilities.

General Job Responsibilities:

- Conducts Functional Behavioral and Functional Analysis Assessments
- Conducts initial assessments, ongoing assessments, and other necessary assessments (based insurance provider's requirements)
- Updates skills acquisition and behavior reduction programs to ensure that they reflect each client's development and progress towards identified goals
- Regularly analyzes session data and reviews session documentation
- Assists and/or produces progress reports and treatment plans to meet the requirements and submission timelines of regulatory agencies and funding sources
- Prepares and holds monthly clinical meetings that include direct staff and supervisory staff
- Collaborates with stakeholders about a client's treatment
- Implements parent training using designated curriculum
- Develops lesson plans, makes recommendations for materials to use, and gathers materials for programs
- Supervises ABA programs for assigned caseload including the oversight of all direct staff involved in caseload
- Supervises and provides clinical support for Program Supervisors
- Provides case management support to Program Supervisors
- Supervises Program Supervisors and Behavior Interventionists and provides recommendations consistent with ABA practice while adhering to the ABA Code of Ethics
- Provides ongoing performance feedback to Program Supervisors and Behavior Interventionists related to their strengths and areas of improvement
- Coordinates visits to overlap with Program Supervisors and Behavior Interventionists and provides coaching and clinical support in all settings where treatment is provided
- Provides direct intervention 1:1 or in small group setting within the home, school, community, and clinic
- Assures clients receive research-based interventions to meet the full extent of the services authorized; may provide recommendations to adjust staff of treatment team to meet the needs of the client
- Utilize safe and appropriate handling procedures when working with clients
- Leads trainings for all level staff
- Assists in the development of staff training and ongoing staff development protocols
- Conducts formal performance reviews of direct intervention
- Works with Behavior Interventionists to set goals for professional development
- Tracks direct and indirect client sessions to ensure that services are provided to the full extent of the authorization for each client
- Maintains accurate documentation of all billable tasks that meets the requirement of regulatory agencies and funding sources, and is HIPAA compliant
- Participates in meetings involving the client including IEPs
- Maintains a clean, safe, and organized work and therapeutic environment
- Maintains confidentiality and abides by the Professional and Ethical Compliance Code for Behavior Analysts
- Maintain and acquire technical knowledge by attending required trainings
- Follows the direction of Clinical Supervisors and Director

Requirements:

- Master's degree
 - Applied Behavior Analysis, Education, Psychology, or Related Field
- Enrolled in ABA Coursework; Completion of ABA Coursework Preferred
- Accruing BCBA Supervision Hours; Completed BCBA Supervision Hours Preferred
- 2-years required; 3-years Preferred Implementing ABA
 - ABA - Experience with children with ASD/Developmental Delays
- Ability to Maintain Professional Boundaries
- Excellent Communication Skills
- Reliable Transportation
- TB Clearance
- FBI and DOJ Clearance

Compensation:

- Starting \$20.00 - \$25.00
 - Factor 1: Level of Education
 - Factor 2: Experience
 - Factor 3: Performance Review

*Raises based on performance reviews, experience, education accomplishments, and/or other certifications

Benefits:

- Full-time Employment
- Flexible Schedule
- Professional Development
- RBT Training Provided
- *BCBA Hours towards Supervision Requirement Provided
- *Reimbursement of BCBA Coursework after Obtaining BCBA Certification
- Medical/Dental/Vision benefits for full-time employees
- Paid Vacation
- Ability to Work at Other CSS Locations