



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

General Job Responsibilities: (*Under the supervision of BCBA)

- Conducts Functional Behavior Assessments, skill acquisition assessments, ongoing assessments, and other necessary assessments *
- Updates skills acquisition and behavior reduction programs to ensure that they reflect each client's development and progress towards identified goals *
- Develops lesson plans and makes recommendations for materials to use when applicable based on insurance requirements *
- 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 including direct staff *
- Collaborates with stakeholders about a client's treatment *
- Implements parent training using designated curriculum *
- Develops lesson plans and makes recommendations for materials to use, and gathers materials for programs *
- Assists in training new staff; Will conduct overlaps/shadow sessions with new staff to provide training
- Supervises ABA Programs for assigned caseload including the oversight of all direct staff involved in caseload *
- Provides Direct Intervention 1:1 or in small group setting within the home, school, community, and clinic
- Supervises behavior interventionists and provides recommendations consistent with ABA practice while adhering to the ABA Code of Ethics
- 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 *
- Coordinates visits to overlap with behavior interventionists and provides coaching and clinical support in all settings where treatment is provided
- Assists and/or produces progress reports and treatment plans to meet the requirements and submission timelines of regulatory agencies and funding sources *
- Follows the direction of Supervisor Level III, Clinical Supervisors, and Director
- 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
- Provides ongoing performance feedback to Behavior Interventionists related to their strengths and areas of improvement
- Works with Behavior Interventionists to set goals for professional development
- Conducts formal performance reviews of direct intervention
- Participates and leads trainings for interventionists and/or program supervisors
- Participates in meetings involving the client including IEPs
- Maintains a clean, safe, and organized work and therapeutic environment
- Abides by the Professional and Ethical Compliance Code for Behavior Analysts
- Utilize safe and appropriate handling procedures when working with clients
- Maintain confidentiality, adhere to HIPAA, and follow BACB Code of Ethics

Requirements:

- B.A/B.S. Required
 - Education, Psychology, Child Development, Sociology, Behavioral Science Major, or Social Sciences
- Master's Degree in Progress Preferred
- 2-years Required Implementing ABA
 - ABA - Experience with children with ASD/Developmental Delays
- Experience in Supervisorial Position Required
- Ability to Maintain Professional Boundaries
- Excellent Communication Skills
- Reliable Transportation
- TB Clearance
- FBI and DOJ Clearance

Benefits:

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