



## **Board Certified Behavior Analyst (BCBA) Job Description- Full time**

### **Definition:**

**Board Certified Behavior Analysts** role is vitally important lead team member who develops, implements, trains and oversees the delivery of ABA services. Key Connections ABA Services, LLC, it is the responsibility of the BCBA to conduct various descriptive and systematic behavioral assessments (e.g., functional analyses) and skill-based assessments (e.g., Vineland, ABLLS-R, VB-MAPP, AFLS, etc.). The BCBA then provides behavior analytic interpretations of the results and designs comprehensive ABA treatment plans based off evidence-based practices and behavior analytic research literature. The BCBA provides training and supervision to Board Certified Assistant Behavior Analysts, Registered Behavior Technicians, and other responsible parties tasked with the implementation of behavior analytic interventions. The BCBA then supervises and monitors treatment progress of a client through data-based progress monitoring. The BCBA also provides training to parents/guardians and other responsible parties for the client.

### **Requirements:**

- Possess a minimum of a master's degree or national equivalent with a major in psychology, special education, Applied Behavior Analysis, or related field of study is preferred. Additional certification as a special education teacher, school social worker, or school psychologist in the state of MA is preferred.
- Have obtained and maintained certification as a Board-Certified Behavior Analyst (BCBA) as verified through the Behavior Analyst Certification Board
- Have obtained a license as Licensed Applied Behavior Analyst (LABA) in Massachusetts
- A minimum of 1 years' experience in working with children, adolescents, and/or adults with various special needs.
- Knowledge of appropriate behavioral intervention strategies, learning theories and instructional methods, ethics, laws, and regulations of acceptable behavior interventions
- Knowledge of developmental processes of children, adolescents, and adults
- Interpersonal skills needed to manage crisis situations
- Proficient in technology, such as Office 365, Microsoft Word, Excel, PowerPoint, and ABA software platforms

### **Responsibilities**

- Assess situations and make proper judgments
- Understand behavioral situations and react accordingly in an ethical manner
- Objectively analyze crisis situations
- Respond quickly to emergency situations
- Handle aggressive and self-injurious behaviors of clients
- Communicate effectively and make recommendations to various agency staff and outside professionals, groups, or individuals

- Perform general clerical duties including maintain accurate client records and preparing clear and concise reports
- Communicate effectively in both oral and written form with a diverse group of clients, parents/caregivers, school personnel, and other agency staff
- Use a computer and behavioral software to prepare documents and maintain client records
- Work independently and make decisions within the framework of established guidelines
- Follow guidance from senior level staff to enhance own professional development
- Work with a diverse team of professionals in a respectful manner
- Supervise clients during treatment sessions

**Reports to:** Program Director and/or Clinical Coordinator

**Supervision Over:** Board Certified Assistant Behavior Analysts (BCaBAs), Registered Behavior Technicians (RBTs), paraprofessionals, and direct care staff

**Availability:** Weekdays and evenings with occasional weekends for program start up, clinical sessions, supervision, parent training, staff training and program development training.

**Position Type:** Exempt, Full Time

**Job Duties:**

- Be able to successfully complete acceptable number of billable hours each week depending on contract and caseload.
- Be available for work in the afternoons after school, early evenings, and weekends, as necessary.
- Provide direct behavioral services to clients in individual and group sessions
- Complete session notes by midnight on the day the service is performed
- Oversee ABA home programs and provide parent training and support
- Complete weekly program writing and maintain client's program book (including writing programs and creating materials)
- Run monthly clinic/progress meetings with parents/guardians
- Conduct behavioral and skills assessments and design treatment programs for clients
- Work with and oversee Board Certified Assistant Behavior Analysts and Registered Behavior Technicians to implement individualized treatment plans as per agency standards and BACB requirements
- Collect data and graph data as instructed using technological programs, such as Microsoft Excel or behavioral software (e.g., Central Reach).
- Maintain respect and confidentiality for all clients
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
- Maintain and protect the well-being of all clients during treatment sessions and when emergency crisis situations arise.
- Follow third party contracts, standards, procedures, and best practices for insurance billing for ABA

- Communicate client progress and cases to leadership
- Be able to work with a diverse team of professionals to provide the best behavioral services possible to clients.
- Attend staff trainings and agency meetings
- Other job duties as assigned by leadership

**Additional Job Requirements:**

- Attend and successfully complete the following prior to beginning job (Failure to successfully complete these trainings can jeopardize the ability to be employed at the agency):
  - New staff orientation
  - Maintain LABA and BCBA
  - Safety Care Training offered by the agency and renew certification annually
  - First Aid/CPR/AED training provided by the agency and renew certifications as needed
  - HIPAA/HITECH/FERPA Training
  - Reporting Abuse and Neglect
  - Cultural Competency
  - Sexual Harassment
  - Use of data collection
  - Ability to lift 30 lbs.
  - **Other agency or state specific training as determined by supervisor**

*Key Connections ABA Services, LLC, is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. In addition to federal law requirements, Key Connections ABA Services, LLC, complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**I have read and received a copy of the BCBA job description – Full Time.**

---

**Employee**  
Updated: 2/2023

**Date**