Behavior Therapist II

**BRIEF JOB SUMMARY:**

In accordance with the needs of the ages of the population served by Keystone Behavioral Pediatrics, the *Behavior Therapist II* will organize and maintain data collection and statistical analysis systems for programs; assist with behavioral assessments and program implementation; assist with clinical activities and staff/parent training; assume Lead Behavior Therapist duties in the temporary absence of such staff; and assume full time Lead Behavior Therapist duties for cases on which they are deemed competent.

Critical features of this position are described under the headings below, but are subject to change at the discretion of KBP and its management. This job description reflects the designation of essential job functions but does not provide an all-inclusive list of duties that may be assigned.

**PRINCIPAL RESPONSIBILITIES AND DUTIES:**

1. Collect and record data based on observable client behavior.
2. Assist Lead Therapists in maintaining up-to-date graphs, summarizing and calculating data.
3. Write progress notes, program updates, create session materials and stimuli, maintain program books.
4. Actively participate in the implementation of baseline, treatment, parent training and generalization sessions.
5. Preparation and clean-up of session-related activities (preparing client, room, computers, recording equipment, etc.).
6. Assist with case-related duties such as protocol dissemination, protocol reviews, and staff/parent training.
7. Utilize safe and appropriate handling, management and guidance procedures when transporting or working with clients.
8. Provide direct client care following the prescribed behavioral protocols/programs.
10. Assume lead therapist role for a minimum of one case
11. Draft behavior protocols with BCBA supervision for lead case(s).
12. Conduct parent collaboration meetings for lead case(s)
13. Lead monthly team meetings for lead case(s)
14. Update programming for lead case(s) with BCBA supervision
15. Conduct indirect functional assessments for lead case(s)
16. Provide school support/observation for lead case(s)
17. Conduct a minimum of 25 direct contact hours per week.

**PHYSICAL REQUIREMENTS:**

1. Must be able to assume a variety of postures (kneeling, squatting, crouching, sitting, standing) in the course of working with children with developmental disabilities and severe behavior problems.
2. Must be able to lift and carry clients in braces and other adaptive equipment.
3. Must be able to restrain/hold/transport clients in the course of behavioral management.
4. Must be able to receive detailed information through oral communication
5. Must have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned.
6. Must be able to sit at a computer terminal for extended periods of time.
7. Must be able to travel to and from different locations and sites in the greater Jacksonville area.
8. Must have manual dexterity sufficient to perform various keyboard functions.
9. Must be physically present at the assigned job site.

REPORTING RELATIONSHIP:
1. SUPERVISED BY: Director of ABA, Assistant Director of ABA, Clinical Specialist I & II, Senior Behavior Therapist
2. PERSONNEL SUPERVISED: None

QUALIFICATIONS:
Registered Behavior Technician Credential through the Behavior Analyst Certification Board.

EDUCATION & EXPERIENCE:
High school diploma.
Minimum of 1 year of experience, 2 years preferred, providing behavioral services to individuals with developmental disabilities.

RELATED TRAINING:
- Maintain up-to-date training/certification status in CPR, Professional Crisis Management, Registered Behavior Technician credential, and other company-provided in-service topics.
- Must have and maintain a basic knowledge of computer systems and applicable software.

KNOWLEDGE/SKILLS/ABILITIES:
- Must be able to accept constructive feedback.
- Must be able to organize and manage time and manage multiple tasks.
- Must possess excellent verbal and written communication skills.
- Ability to develop and maintain effective communications and working relationships with other employees, clients, and their families as well as the general public, across all age groups, including but not limited to neonate, pediatric, adolescent, and adult populations.
- Ability to demonstrate professional behavior by adhering to organizational policies and procedures, and assuming authority appropriately.
- Must maintain adequate personal grooming consistent with professional appearance.
- Must pursue education or training necessary to perform at the level of competence required to incorporate the hardware, software, technologies, and ideas relevant to specific job responsibilities.
- Knowledge of normal/abnormal growth and development throughout the age continuum.
- Ability to provide, assess, interpret, and communicate age-specific data (in response to treatment protocols).

I have read and understand the contents of this Job Description:
Employee Signature: ________________________________
Date Signed: ________________________________
The Behavior Therapist II (BTII) has completed the RBT process and received credentialing from the BACB. They have also begun to develop more advanced clinical skills, as listed out below, and are a Lead Therapist on at least 1 case. BTII’s may also act as Team Therapists.

| Applicant Name: __________________________ | Supervisor: __________________________ |

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<th><strong>Behavior Therapist II (BTII)</strong></th>
<th><strong>Interview/Supervision</strong></th>
<th><strong>Observe/Perm Product</strong></th>
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<td>RBT – 1</td>
<td>Identify and Implement Behavioral Protocols w/ BCBA Supervision</td>
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<td>RBT – 2</td>
<td>Conduct Parent Collaboration Meetings</td>
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<td>RBT – 3</td>
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<td>RBT - 4</td>
<td>Update Programming w/ BCBA Supervision</td>
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<td>RBT – 5</td>
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<td>RBT – 7</td>
<td>Maintain RBT Credential</td>
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I attest to the completion of the above requirements for advancement to the position of Behavior Therapist II.

______________________________  ____________________
Staff Signature                  Date

I attest to the completion of the above skills checklist under my supervision.

______________________________  ____________________
Supervisor Signature             Date
**Conduct Indirect Functional Assessments**
Provider will identify two problem target behaviors and operationally define each behavior if not already defined. Provider will administer FAST and QABF for at least two behaviors with at least two respondents. Provider will score each assessment and summarize the findings.

**Identify and Implement Behavioral Protocols w/ BCBA Supervision**
Provider will conduct one direct functional assessment on two identified problem target behaviors. Provider will draft a minimum of one proactive and one reactive strategy for each behavior. Provider will submit a summary of function based data as well as behavioral protocols to direct supervisor for review.

**Appropriately Provide Parent Feedback**
Provider will create agenda for meeting and review planned topics of conversation with supervisor prior to the meeting. Provider will conduct himself/herself in a professional manner and communicate clearly. Provider will thoroughly address each topic on the agenda and sufficiently field any questions from parents.

**Lead Team Meeting**
Provider will coordinate with all team members and schedule a day and time to meet. Provider will create agenda for meeting and review planned topics of conversation with supervisor prior to meeting. Provider will present on pertinent topics related to the case. Provider will sufficiently field questions from team members, provide any needed training, and problem solve any concerns from team members.

**Update Programming w/ BCBA Supervision**
Provider will update a minimum of ten client treatment goals under the direct supervision of BCBA.

**Provide School Support/Observations**
Provider will conduct a school support session including collecting behavioral data. Provider will implement any interventions necessary to appropriately address behavior. Provider will report to their supervising BCBA.

**Maintain RBT Credential**
Provider will obtain Registered Behavior Technician credential from the BACB