

### **BCBA Job Description**

The BCBA will provide support to individuals and their families by coordinating and providing services in Applied Behavior Analysis (ABA), function analyses and assessment, behavior acquisition and reduction procedures, and adaptive life skills.

A BCBA will also oversee programming of associate behavior analysts and provide ongoing support and supervision to Registered Behavior Technicians (RBT) as it relates to the implementation and documentation associated with Behavior Support Plans.

### **RESPONSIBILITIES:**

- Function in a supervisory capacity and provide oversight to all areas of programming including the training of RBTs.
- Assist in the development, facilitation, and follow-up training in ABA, using both discrete trial training and natural environment training models of teaching.
- Facilitate and assist in the development and identification of resources and support information for clients and their families.
- Provide model teaching and other direct instructional supports including, but not limited to, practicum supervision/teaching, class instruction and in-service instruction to other professionals.
- Assist in the development and implementation of assessment tools, to conduct functional assessments and analyses when appropriate, and to develop appropriate behavior strategies to teach appropriate behavior and reduce maladaptive behaviors.
- Provide ongoing support and training to RBTs, ABA implementers, and other individuals in support roles for families.
- Ongoing training and supervision of RBTs in implementation of ABA principles and methodology strategies for reducing problematic behavior(s).
- Meet as needed with supervised staff to discuss ongoing client issues and provide support when necessary.
- Review and sign off on behavior/treatment plan training for all field staff and provide field supervision when necessary.
- Utilize Central Reach to enter session notes within 24 hours of each session.
- Provide consultation services and to maintain ongoing with all constituents (other supports, parents, community, and community agencies).
- Keep current with literature, new research findings and resources. In addition, continuing education courses to maintain BCBA certification are necessary (32 credits every 2 years).

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- Maintain all data, paperwork, communication between personal care staff and families, and to provide ongoing feedback to government related agencies that contract with such families.
- Bill a minimum of 30 hours per week.
- Meet with families to complete parent training monthly, bimonthly is acceptable if caseload is full (10-15 clients).
- Meet with administration and other BCBA's weekly to discuss progress/concerns of clients and staff.
- Maintain a positive attitude when working with administration, children, families and staff.
- Perform other duties as assigned.