



## **Behavior Technician (RBT)**

**POSITION SUMMARY:** Behavior Technician will provide direct services to a variety of clients. Technicians will work with children or adults in a clinic, community, school, or home setting. During direct services, technicians will provide evidence-based, individualized programming, as prescribed by the clinical team regardless of how the service is labeled for billing (respite, companion, personal care, or behavior technician). This position will be scheduled to provide services that are appropriate and convenient for the clients. This position directly reports to the lead analyst on their individual cases, and will be further supervised by the Director of Clinical Services.

**Responsibilities:** Serve as a supportive member of the therapy team in a variety of capacities, approaching this position with flexibility and innovation. Support participants 1:1 and in small groups to reach their therapeutic goals. Provide regular communication to the individuals therapy team as assigned.

### **Core Values (Teamwork, Respect, Innovation, Passion):**

- Seek guidance and supervision from your BCaBA and BCBA on the clinical team as necessary.
- Attend meetings with therapy team members to ensure ongoing communication is achieved and any concerns or questions can be answered.

### **Therapeutic Support**

- Serve as a supportive member of the therapy team for therapy services for assigned clients.

### **Participant Support**

- Demonstrate appropriate interactions with clients.
- Be prepared to provide leadership for parents or other direct care staff in both individual sessions and in group settings.
- Serve as an advocate for clients in community based settings to ensure that all caregivers support growth in behavioral programming.
- Serve as a liaison for clients in the educational setting to ensure that the classroom staff are able to support the needs of the clients.

### **Program Support**

- Support the development and facilitation of behavioral programs and activities while ensuring safety, general welfare, and satisfaction of all participants in the therapy process.

revised (10.10.22)

## Communication & Documentation

- Complete documentation requirements under the direction of the BCaBA/BCBA for each client including data for target behaviors for increase, target behaviors for decrease, and service logs in an accurate and timely manner utilizing appropriate forms.
- Ensure services are adequately supervised by collaborating with the BCBA and BCaBA to ensure 5% of services are supported.
- Report any concerns with ongoing programming to the BCaBA/BCBA or Director of Clinical Services.

## Customer Service

- Provide support to parents, ensuring that all team members and caregivers can provide quality services as prescribed in the behavior plan.
- Deliver excellent customer service to all clients and families in all situations (face-to-face, written, telecommunication, etc).

***NOTE: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.***

## QUALIFICATIONS:

- **Education:** Rate of pay is dependent on education and experience. A minimum of a High School diploma is required, preferably a Bachelor's Degree.
- **Experience:** Rate of pay is dependent on education and experience. A minimum of six months experience is preferred. Applicable experience includes working or volunteering with children, adolescents or adults with special needs, experience in Schools, Daycares, Assisted Living Facilities or Nursing Homes, or personal life experiences. OCA prefers a minimum of six months experience providing therapeutic services and a demonstrated track record of working with children and adults with special needs. OCA also prefers a demonstrated track record of innovation and passion within the field. OCA will consider each on a case-by-case basis.
- **Driving:** All candidates over the age of twenty-one could be able to drive for this role. To maintain this certification, staff members must have a valid driver's license in good standing. Drivers must stay up to date with OCA driving courses and all drivers will be reviewed regularly. If drivers are found to be unsafe, aggressive or get into an accident while driving an OCA vehicle or with OCA clients in the vehicle, the staff members driving role (and rate of pay) may be reduced until proper training and safe practices can be ensured.
- **Physical:** Staff Members must be able to manage an active daily schedule without fatigue. The individual must be able to complete Professional Crisis Management Practitioner Level 1 or higher. Individuals must be able to lift 20lbs daily and transition materials from point A to point B.
- **Training/Certificates:** Staff members must receive and maintain multiple trainings while working at OCA. This includes CPR/First Aid credential within the first 90-days of employment. Additional mandatory training includes but is not limited to; Zero Tolerance, Direct Care Core Competencies, Cultural Diversity and HIPAA Compliance Training. A valid Registered Behavior Technician certificate is revised (10.10.22)

required. Must maintain an assistance with the self-administration of medication certification in order to assist participants with medication if applicable.

- **Basic Customer Service:** Staff members will interact with various stakeholders on campus and in the community including other staff members, community members, board members, donors, and family members. All staff members are required to always present themselves and the organization in a positive manner.
- **Basic Office Skills:** Staff members in this role must be able to use a computer with minimal support, utilizing Microsoft Word, Excel, Google Drive, Power Point, Adobe Acrobat, and Publisher.

I, \_\_\_\_\_ have read and understand my job description and  
PRINT NAME  
my responsibilities at OCA, INC.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR SIGNATURE

DATE \_\_\_\_\_