**Title:** ABA Technician Job Description

**Reports To:** Licensed Clinical Supervisor (Supervisors can be either/or a Board-Certified Behavior Analyst (BCBA), Licensed Professional Counselor (LPC) or a Licensed Clinical Social Worker (LCSW)

**General Statement of Duties:**

*The ABA Technician is responsible for providing clinical skill and behavior reduction support to children ages 3-21 who have been diagnosed with Autism Spectrum Disorder (and related developmental disabilities) in the home and community settings. The ABA Technician will utilize principles of Applied Behavior Analysis to implement treatment plans, assist with parent training and be a support/advocate for the families of the children receiving services.*

**RESPONSIBILITIES**

* Provide direct client care utilizing teaching and natural environment training opportunities.
* Implement individual behavior plan during scheduled sessions.
* Work effectively through challenging behaviors (aggression, elopement, self-injury, etc.)
* Complete accurate and timely data collection on Therap.
* Assist with parent and caregiver training in line with client’s individualized treatment and behavior reduction protocols.
* Maintain client confidentiality and adhere to HIPPA standards.
* Follow mandated reporter protocols and complete documentation of incidents’/reports in a timely manner/notify the supervisor of the case.
* Collaborate with treatment team including client, parents, and caregivers, outside professionals/providers, and Licensed Clinical Supervisor assigned to the case.
* Maintain and acquire technical knowledge by attending all required trainings/meetings.

**QUALIFICATIONS**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

* Experience working with individuals with intellectual and developmental disabilities and/or working with children with Autism Spectrum Disorder (ASD).
  + If you have a master’s degree within the human service, counseling, education or similar fields (at least 6 months experience)
  + If you have a bachelor’s degree within the above fields (1 year experience)
  + If you have an associate’s degree within the above fields (2 years experience)
* A minimum of 1-year experience working with behavioral challenges (i.e. aggression, self-injurious behavior, elopement, etc.)
* Good written and verbal skills
* Must be computer literate in Word and Excel

**ADDITIONAL KNOWLEDGE/SKILLS/ABILITIES:**

* Ability to accept constructive feedback and develop knowledge and skill sets accordingly
* Ability to develop and maintain professional relationships with all employees of the agency, clients, co-workers, supervisors, and community members.
* Ability to adhere to organizational policies and procedures
* Commitment to ongoing training and development as it relates to clinical skills, professional development, ethics, and technology, and training in order to perform job responsibilities to required standard.
* Ability to interpret and implement clinical protocols and written.
* Must maintain a professional appearance with regard to clothing, grooming, hair, and make-up
* Ability to communicate clearly and appropriately in English, both verbally and in writing.
* Ability to work independently and with minimal supervision.
* Ability to use effective time management and manage multiple tasks at one time.
* Ability to work collaboratively and have exceptional communication skills with families, supervisor, team and clients.

**CERTIFICATES, LICENSES, REGISTRATIONS, and OTHER REQUIREMENTS:**

* Maintain clear criminal record
* Maintain clear driving record
* Maintain vehicle insurance coverage
* Maintain clear DDS abuse and neglect record
* First Aid/CPR
* Physical and Psychological Management Training (PMT)

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to be flexible with the changing needs of the agency and its funders.
* Ability to be flexible to schedule hours of work to meet the needs of the agency.
* Ability to self-motivate and self-monitor.
* Ability to work with and be understanding of the diversity of staff, clients, families, etc.
* Ability to work in an environment with frequent interruptions and moderate noise level.

Receipt

Acknowledged Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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