



JOB DESCRIPTIONS

*The following descriptions provide a general overview of each position's responsibilities/ duties and are subject to change upon employment.

Lead Analyst

- Interview parent, caregivers and teachers who know the client before development of the plan to get background and preliminary information.
- Analyze available data to help determine where, when, and why problem behaviors occur.
- Directly observe the client in all relevant settings. Analyze the data to determine the function of the problem behavior.
- Define all target behaviors in objective and measurable terms and design an appropriate data collection system to measure the target behaviors.
- Integrate appropriate setting event, antecedent, teaching, and consequences strategies to reduce problem behavior and increase alternative replacement behaviors.
- Ensure the behavior support plan addresses the function of the problem behavior.
- Train staff and/or family members (at least once per month) directly on the implementation of the behavior support plan.
- Monitor the client's behavior data and provide descriptive progress notes on a weekly basis.
- Review behavior data, meet and discuss with the appropriate staff member any discrepancies noted on the behavior data (e.g. lack of documentation, inappropriate restrictions or lack of appropriate consequences; situations in which the current behavior program or treatment approach were not followed appropriately also, check each report to ensure that time, date, signatures, are correct).
- File incidents reports and discuss cases as needed.

Behavior Analyst Assistant (BCaBA)

- Assist the behavior analyst in completing assessments and developing BA therapy
- Collect and analyze data and make interventions and changes as needed
- Administer BA assessments
- Monitor and record patient progress
- Complete reports detailing the progress of an BA program
- Monitor the need for patient reassessment or referral
- Discontinue any treatment procedure that appears harmful to the patient and immediately notify the supervising applied behavior analyst
- Completing daily progress notes for each client
- Attending supervision

Behavior Assistant/ RBT

- Providing direct client care, one-on-one
- Following the behavior reduction and behavioral skill acquisition protocols
- Collecting and recording data based on client behavior
- Communicating with clients, parents, and caregivers regarding client progress
- Assisting behavior analysts and assistant behavior analysts with behavior reduction assessments and skills acquisition
- Assisting behavior analysts and assistant behavior analysts in the preparation of client materials
- Completing daily progress notes for each client
- Attending supervision