

## Applied Behavior Analysis Department Duties & Responsibilities for ABA Therapist



- **Clinical**

- Attend work on time and prepared for Early Interventions/one on one sessions.
- The ABA Therapist will report to the Head of Department, with overall supervision by the Clinical Director as and when required.
- Use a variety of teaching techniques such as: Reinforcing, modeling, questioning, observing, demonstrating and prompting.
- Provide a variety of experiences and materials to stimulate participation.
- Alert the Head of Department/Clinical Director to any problem or specific information pertaining to individual children.
- Maintain a high-level of ethical behavior and confidentiality of information at all times
- Work with clients, consultant, staff, families and community to implement child's treatment plan.
- Effectively responds to and manages crisis situations.
- Serve as substitute when a therapist is absent.
- Utilize and apply Applied Behavior Analysis principles (in conjunction with other approaches suitable for the individual client), communication and reinforcement methods correctly and consistently.
- Provide intensive individualized ABA therapy services directed toward the development and/or enhancement of skills necessary for emotional, cognitive, behavioral, language, and interpersonal growth of the child
- Work closely with team members and supervising BCBA in finding the best individualized approaches for each child
- Actively assist the lead teacher in finding effective reinforcement for the child and assists in devising special strategies for reinforcing material or skills based on the child's individual needs, interests and abilities.
- Supervises the client at all times during the therapy session.
- Will provide training, suggestions and guidance for parents and caregivers.
- Will be well versed in the latest ABA research, terminology and behavioral approaches.

- **Administrative**

- Accurately completes all required data collection and documentation daily in detailed, accurate, consistent and timely manner.
- Participates in weekly clinical meetings to discuss treatment plans with CDC's interdisciplinary team to discuss specific clients.
- Attends clinical meetings prepared (notes, concerns, suggestions will be ready to present).
- Commence each ABA session prepared with the required materials, ABA programs and reinforces set-up ahead of time.
- Ensure professional communication of child's progress to parents.
- All reports should be printed, signed and handed to the Operations Department for filling once completed.
- Develop program schedules to meet objectives of individual educational plans.
- Attend all meetings as requested by parents, HOD, Management and others.
- Document, follow-up and inform Management on all environmental safety issues.
- Follow CDC policies and procedures.

- **Training**

- Become fluent in the understanding of the Verbal Behavior Milestones Assessment, Placement Program (VB-MAPP) and Assessment of basic Language Skills (ABLLS-R) etc.
- Attend and participate in meetings, fundraisers, and other CDC sponsored events.
- Actively participates in staff training programs designed to increase overall skills.

- **Outreach**

- Coordinate and plan (create agenda) quarterly clinic meetings with families in professional and organized manner.
- Ensure timely follow-up on clinic agenda.
- Coordinate all communications with families and serve as liaison for outside community contacts.
- Mediate parent concerns and provide positive support for student and family issues.
- Solicit parent input for development of educational and clinical program.

- **Physical**

The physical requirements here are representative of those must be met by an employee to successfully perform the essential functions of all direct care therapy:

- Administer protective holds, movement and carries
- Block student movements against the student weight (40-250 pounds)
- Physical interventions in response to aggressive and self-injurious behavior
- Able to move quickly and confidently to intervene when situations requiring protective holds and/ or movements are deemed necessary
- Pursue bolting student when necessary
- Successfully complete required training (non-violent self-defense) as mandated by CDC.

- **General**

- Must have a Bachelors'/Masters' degree in a relevant discipline (e.g. Education, Psychology etc).
- Must have at least 3-5 years of experience working with special needs children; experience with children with ASD is an advantage.
- Implement all safety and emergency procedures.
- Show a positive and supportive attitude toward CDC and its policies.
- Set a good example in terms of dress, punctuality and attendance.
- Accept and utilize feedback from staff and supervisor(s).
- Communicate clearly and effectively with colleagues.
- Create supportive and cohesive work environment.
- Behave respectfully and sensitively to cultural and religious norms and values at all times.
- Communicate in a professional and respectful manner with parents, therapists and clients.
- Establish and maintain cooperative relationships within a multidisciplinary team
- Present oneself in a polished, professional demeanor at all times.