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## **Registered Behavior Technician Job Description**

### **Position Purpose (Definition)**

Under general supervision, provides 1:1 behavioral interventions with children and youth receiving Applied Behavior Analysis (ABA) therapy in Aces for Autism's center (1:1 therapy or small group) home, or during community outings; performs related work as assigned.

### **Duties and Responsibilities Include, but not limited to:**

- Providing 1:1 direct applied behavior analysis (ABA) therapy to children/youth diagnosed with autism spectrum disorder (ASD) which includes:
  - Following a client's individualized session, treatment, or behavior plan
    - Including implementing behavior protocols aimed to reduce inappropriate behavior and increase appropriate behavior
    - Bringing any issues about current plan to supervisor as they arise
  - Assisting in the development of behavioral treatment plans by providing input to the program supervision
  - Assisting in caregiver training with guidance from the program supervisor
  - Helping to increase the client's social and community competencies by building daily living skills that will assist the client in living successfully at home and in the community
  - Collecting behavioral data (manually and electronically)
  - Graphing session data
- Serving as a positive role model for children/youth
- Maintaining client confidentiality
- Assisting the client to engage in, or remain engaged in, appropriate activities
- Collaborating with and supporting caregivers' efforts to provide a positive environment for the client
- Ensuring safety of client at all times during provision of therapeutic behavioral services
  - Managing inappropriate behavior in a manner that ensures the safety of the client, caregiver(s), and staff
- Verifying the authorization for medical treatment forms and any other required forms are completed and on file
- Reporting incidences of suspected child abuse to the Clinical Director, in compliance with mandated reporting requirements
- Communicating professionally with clients, parents, guardians, and coworkers
- Attending ongoing clinical supervision meetings as required
  - May include participating in professional conferences and related meetings as directed

- Providing necessary paperwork in accordance with program requirements and timelines
- Complying with Aces for Autism’s Personnel Policies and other formal Aces for Autism’s guidelines and policies
- Maintaining accurate, complete progress notes and other written records in accordance with program policies
- Assisting in general administrative duties when not with clients as directed

**Minimum Qualifications:**

- Minimum of 18 years of age
- High school diploma or GED
- RBT Certification from BACB
- Experience working with children with autism (preferred)
- Effective communication in the English language, including verbal and written communication
- Ability to obtain CPR, First Aid, and other training certifications as required per program and client need
- Ability to achieve and maintain status of “may provide direct contact for this agency” upon completion of criminal background studies
- Valid state identification card
- Physically mobile: physically able to withstand prolonged periods of standing, be able to lift and carry heavy objects (min. of 40 pounds), and able to move into action at any moment’s notice (e.g., run after a child if necessary)

I \_\_\_\_\_, agree that I am able to meet and comply with the duties and responsibilities above. I also agree that I meet all the minimum qualifications required for my position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date