



## **BCBA – Board Certified Behavior Analyst**

Venture is a not-for-profit, Human Service agency that provides support to individuals facing diverse challenges through a compassionate and dedicated workforce using innovative practices that encourage independence, empowerment, and opportunity. Our clinical programs include: Adult Foster Care, Autism Supports, Community Day Programs, Community Residences, Shared Living, Supported Employment, Transportation Services, Youth and Family Supports

### **SUMMARY OF POSITION**

The Board Certified Behavior Analyst (BCBA) reports to the Vice President of Quality Assurance / Clinical & Behavioral Services and is responsible for providing the highest quality behavioral health services to the people supported by Venture Day and Residential programs with regard to behavioral/clinical functions. This position is closely involved with program participants, staff, and management. This is a salaried, exempt position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop individualized behavior support plans, providing staff training and support as requested.
- Review and interpret data prior to making behavior plan changes.
- Conduct functional behavior assessments using staff interviews and direct observation to gather information.
- Initiate baseline data tracking for new behaviors, providing forms and instructions to direct support staff.
- Develop transition plans for new referrals.
- Ensure accuracy in diagnosis and rationale for behavior modification through medications.
- Complete behavior training as requested i.e. staff orientation, within the group homes, at the day programs, etc.
- Complete ISP behavioral assessments following the ISP schedule on the Behavior Plan Tracking sheet in Excel.
- Ensure least restrictive/aversive interventions are considered and implemented before more restrictive / aversive interventions are tried.
- Participate in Risk Review meetings, providing data relating to risk.
- Initiate recommendations for additional clinical, psychological, forensic evaluation, therapy, and other outside assessments as needed.
- Review restraints and incident reports related to behavior, identifying trends and possible behavioral needs of the individuals.
- Participate in Human Rights Committee Meetings as requested by the Human Rights Coordinator or Vice President of Quality Assurance / Clinical & Behavioral Services.
- Develop, implement, and maintain tools necessary for carrying out behavioral intervention plans in a timely manner (i.e. visual schedules, token systems, etc.).
- Ensure timely response to behavioral requests by the Vice President of Quality Assurance / Clinical & Behavioral Services.



- Provide training in behavior plan development, behavior plan management, DDS regulations and Human Rights as needed/requested.
- Complete behavioral section of the Service Needs Assessment for both day habilitation locations for those individuals that have a behavior support plan.
- Respond to behavioral requests from day habilitation directors in Sturbridge and Leominster.
- Apprise the Vice President of Quality Assurance / Clinical & Behavioral Services of behavioral requests, clinical observations, and work being accomplished in both day habilitation settings.
- Be knowledgeable in emergency physical restraint and intervention procedures.
- Fulfill the HCSIS Restraint Manager role for the agency.
- Actively participate in the Restraint Reduction Taskforce to identify areas where further training is needed to minimize the number of physical restraints.
- Review incident reports, as needed, relating to behavior, identifying trends and possible behavioral needs of the individual.
- Data tracking and review of psychiatric medication changes after individuals' psychiatrist visits.
- Assist with completing informational packets for site supervisors to bring to psychiatric appointments including data collected on behaviors, and other pertinent information to be shared with the psychiatrist.
- Ensure plan compliance with DDS and Medicaid regulations for behavior modification.
- Provide behavioral health services to contracted agencies as directed.

#### **MARGINAL DUTIES AND RESPONSIBILITIES**

- Attend outside Agency meetings as requested by the Vice President of Quality Assurance / Clinical & Behavioral Services.
- Represent the agency and defend written level II intervention plans during Peer Review Committee meetings as needed to ensure compliance of 115 CMR 5.14.
- Review current research in the field; as relevant implement and disseminate information internally.
- Attend trainings to further develop clinical skills/knowledge as needed to remain current.
- Participates in or holds membership in outside Agency, clinically relevant association, committee, or group.
- Be trained in Human Rights.

#### **PHYSICAL AND MENTAL REQUIREMENTS**

- Travel to various residential sites, day program, and contracted agencies.
- Effective written and verbal skills.
- Strong coordination skills – ability to prioritize case loads.
- Ability to effectively utilize a computer.
- Ability to collect and analyze data.

#### **MINIMUM ACCEPTABLE QUALIFICATIONS**

- BCBA accredited or BCBA accreditation eligible.



- Minimum of three years of professional level experience in ABA/relevant field and a minimum of two years working in a progressive management position, residential experience strongly preferred; these positions must be Master's level.
- Must be 21+ years old, have a valid driver's license, daily use of a car on site and be available by telephone for daily contact.

Employee must possess the knowledge; skills and abilities listed above, and demonstrate that they can perform the essential functions of the job. Employee must be able to speak, read and write in fluent English.

#### **SALARY / BENEFITS**

Current starting salary is \$63,000 annually.

Paid Vacations, Paid Sick Time - 40 hours per year, Annual Merit Bonuses, Paid Training Program, Employee Referral Bonuses with no annual cap, Competitive Medical, Dental & Vision Plans, Long Term / Short Term disability insurance available, \$15,000 agency paid Life Insurance for the employee, Flexible Spending Plan, Employee Assistance Program, Retirement Savings, Plan/Tax Sheltered Annuity 403B available, Tuition Remission / Reimbursement Programs, e-Academy online learning program, Employee Recognition Program, Employee Wellness Program, Commitment to promoting from within.

#### **HOW TO APPLY**

Please visit our website at

<https://careers-venturecs.icims.com/jobs/1383/board-certified-behavior-analyst-bcba/job>

**EEO/AA**