



JOB POSTING-Post until 04/6/18 BOARD CERTIFIED BEHAVIOR ANALYST

Overview

The BCBA works closely with the Clinical Team, program managers and QIDPs to provide a range of behavioral analytic assessment and clinical services to adults with intellectual and developmental disabilities. The BCBA is responsible for coordinating, scheduling, communicating and continually evaluating the effectiveness of functional assessments, behavioral evaluations and behavior plans. The BCBA will also develop and design behavior programs based upon replacement behavior principles. This position requires flexible work hours and must be able to travel to program sites in Chicago and the north/northwest suburbs.

Responsibilities:

Programmatic

- Administers, conducts, and evaluates the implementation of behavioral assessment measures and functional assessment measures,
- Develops individualized behavioral goals and objectives for individuals and designs behavior support plans based on functional assessment data,
- Ensures appropriate behavioral data systems are implemented and is collected at regular intervals to allow for continual evaluation of behavior plans and the achievement of behavioral goals and objectives,
- Collects and analyzes data gathered from observations from both formal and informal assessments,
- Trains staff on the proper implementation of behavior programs and plans, data collection systems and all monitoring and reporting systems,
- Ensures timely entry of all behavioral events, assessments and plans in the Harmony system,
- Provides monthly reports on behavioral goals,
- Facilitates referral process for individuals to receive behavioral and therapy services,
- Participates in regular clinical meetings,
- Provides on-call crisis supports for individuals served,
- Attend Individual Service Plan meetings and special staffings as needed,
- Participates and contributes to assigned committees and task forces,
- Ensure required documentation of services in accordance with Medicaid Waiver requirements,
- Documents billable hours according to DHS regulation,
- Ensure that identified staff become Certified Assistant Behavior Analysts (CABA),
- Maintain enrollment as a Medicaid Provider and abide by Medicaid regulations,
- Rotate on-call duties to provide support with crisis development and management,

Anyone interested in applying for this position should email their resume and cover letter to Tami Homan at thoman@search-inc.org no later than 04/6/18.

Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Maintain daily documentation and recordkeeping on individual progress on goals established in their service plans,
- Complete incident reports according to policy,
- Present yourself in a professional manner as a representative of Search to all stakeholders, including individuals served, family members, guardians, medical professionals, community members, and representatives from affiliated agencies,
- Demonstrate leadership abilities by working cooperatively with Search colleagues, encouraging teamwork, respecting differing viewpoints, and demonstrating the ability to solve problems creatively from an agency-wide perspective,
- Manage assigned workload effectively by meeting established deadlines,
- Advocate for individual rights and services,
- Pursue opportunities for continued learning within Search and externally,
- Other duties as assigned.

Individual Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual and program needs,
- Participate in the development of individual behavioral approaches and behavioral tracking,
- Provide individuals with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis.

Cleanliness and Order

- Maintain the physical environment, grounds, and vehicles according to Search standards for cleanliness and order on a daily basis,
- Demonstrate respect for program materials and furnishings.

Minimum Requirements:

- Master's degree in related field,
- Licensed as a Board Certified Behavioral Analyst, a level II BCBA as approved by DHS, or license eligible preferred,
- At least one year experience working with people with developmental disabilities,
- Basic computer proficiencies,
- Excellent written and verbal communication skills
- Valid driver's license, proof of insurance and reliable transportation
- Flexible work hours and travel within the northwest suburbs and Chicago are required.

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