



Job Description

SOS HEALTHCARE, Inc.

Behavior Technician/RBT (Registered Behavior Technician) Part - time/Hourly/Non-Exempt

Title: Behavior Technician/Registered Behavior Technician for ABA Therapy Services

Reports to: BCBA/Lead BCBA

Overview of Responsibilities and Duties:

Provide behavioral intervention services to children with special needs/primarily Autism Spectrum Disorders and support to their families. Behavior Technicians are responsible for implementing Applied Behavioral Analysis (ABA) based programs as directed by the Board-Certified Analyst/Case Manager/Supervisor. As the prospective therapists begin employment they are hired as a Behavior Technician, unless they have a certificate proving that they are an (RBT) Registered Behavior Technician. Upon successful completion of the RBT program and passing of the final exam within 90 days of hire, only then will the employee will be an RBT. Failure to complete the above requirement will result in suspension until the employee passes the required exam.

Primary Responsibilities and Specific Duties:

- *Complete a BACB approved RBT program and remain current with certification while employed in the capacity as an RBT
- *Provide direct 1:1 therapy service to clients as noted by the scheduling coordinator
- *Collect data on all programming and write progress notes/complete daily service log(s) in a timely fashion in accordance with compliance requirements
- *Assure coordination and continuity of services with other programs and services
- *Implement interventions designed in the EIBI plan
- *Attend and participate in staff or team meetings as requested by BCBA/supervisor
- *Must possess a valid driver's license and reliable transportation
- *Effective time management skills are expected through daily documentation and accurate time keeping of hours worked to ensure correct billing and reporting of services rendered

- *Assistance in Quality Assurance as it relates to compliance files with the guidance of the Autism Clinic Site Manager or Supervisor
- *Ensure confidentiality of all client information while ensuring adherence to EIBI contract provider and HIPAA directives and standards for clients
- *Expected and required to report to BCBA or Supervisor any client incidences/variances or complaints
- *Must have 5% supervision by BCBA monthly in accordance with compliance requirements. RBT is responsible for obtaining documentation/proof of supervision
- *Adhere and abide by all confidential policies and procedures discussed during the hiring/orientation process and those outlined in the Employee Manual

SOS Expectations:

- *Required to complete all required compliance checks as noted by the Autism Clinic Site Manager or Supervisor prior to the commencement of employment and to remain compliant with timely completion of additional checks as necessary and as requested by the Autism Clinic Site Manager or Supervisor
- *Expected to maintain an acceptable attendance policy and to adhere to the Time Off/Leave Policy as stated specifically in the Relias training modules
- *Employee is a direct reflection of SOS Healthcare, Inc. and is expected to adhere to the “Dress Code Policy”
- *Understand and adhere to established policies and procedures as presented to staff during the Relias training period and as written in the SOS Health Care, Inc. Policy Manual
- *RBT will be reviewed periodically and in turn, an annual assessment of performance will be completed to review and discuss competency of responsibilities and duties as listed

Qualifications: The Behavior Technician/Registered Behavior Technician will have completed the coursework and requirements of the RBT training course (40 hours of training), pass the Competency Assessment and the RBT certification exam within 90 days of hire. Retaining a position as an RBT will require passing the RBT certification course and keeping up with required continuing education. The RBT must have at least a high school diploma. CPR/First Aid certification, TB test, two current professional letters of recommendation dated currently, federal criminal background checks (Infoquest), proof of education level (diploma or official transcripts), and proof of employment eligibility (E-verify). Medicaid/Medicare check/ Child Abuse Check/SLED check, and all other employment verifications prior to the issuance of employment commencement date. Strong oral communication skills are necessary, and the RBT must possess the ability to work independently and to take the lead in difficult situations, strong organizational skills and the ability to multi-task are crucial to the success of this position. A general understand of Autism Spectrum Disorders is important to the individuals understanding of the goals and mission of the organization. A love of working with children who have ASD

is essential to success of the Behavior Technician/Registered Behavior Technician position.

Immediate Supervisor: The RBT will report to the BCBA or Lead BCBA.

Expectations: It is the responsibility of the Behavior Technician/RBT to maintain open communication with all team members via phone, written, or electronic correspondence on a regular basis and to report problems or issues to your supervisor in a timely fashion.

Signature of Behavior Technician/ Registered Behavior Technician

Date

Update: 6/29/2020