### Job Title: Lead BCBA-Board Certified Behavior Analyst

**Position Type:** Full-time, Exempt, Benefits Eligible  
**Location:** Salem, Utah  
**Salary Range:** D.O.E  
**Supervisor:** Associate Director

Kids Who Count is a nonprofit organization with more than 30 years experience serving families and young children with special needs in Utah County. Our mission is to empower families to optimize the developmental potential of their young children.

**Position Summary**

The Lead BCBA provides clinical oversight and direction for the Kids Who Count Autism Services Program. The BCBA will mentor a team of behavioral technicians to provide applied behavior analysis (ABA) assessment and clinical services for children 2 and older with autism spectrum disorders (ASD) and related developmental delays. The Lead BCBA facilitates communication between all team members, leads team meetings, manages and disseminates data, and ensures that programming goals, and targets are implemented in accordance with best practice standards. This is an excellent opportunity for career growth and accelerated advancement with a growing program.

**Minimum Qualifications:**

- Two or more years experience working with children ages 0-8 in a classroom or 1:1 setting; experience implementing the principles of Applied Behavioral Analysis; Educational, or Speech experience
- 1-year experience working as a behavior instructor implementing ABA interventions with children with ASD
- 1-year experience working as a behavior supervisor designing ABA programs for children with ASD, as well as training caregivers and instructors how to implement these interventions
- Knowledge and experience with DTT, ABA Program/Goal Development, ABA Behavior Reduction and Skills Acquisition Procedures and Staff Training.
- Experience conducting assessments
- Must have excellent writing and communication skills, be highly organized with the ability to multi-task
- Must be able to work well as part of a team, must be able to lead others through coaching and example

**Education:**

- Required: Master’s degree in Psychology, Education, Applied Behavior Analysis, Speech and Hearing Services, or related field.
- Required: Behavior Analyst Certification (as approved by the BACB board).
Maintain all required certifications and trainings once employed including, but not limited to: CPR, SOAR or MANDT trainings, BCBA trainings and other company in-services and trainings as directed by employment supervisor.

**Physical Requirements:**

- Must be able to lift up to 50 pounds
- Must be able to lift and carry clients with adaptive equipment.
- Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time.
- Must be able to sit on the floor or stand for extended periods of time.
- Must be willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan in the course of working with children with challenging behavior.
- Must have manual dexterity to perform specific computer and electronic device functions for data collection.
- Must be physically present at the assigned job location, which may include home, school, and community placements.
- Must be able to receive detailed information through oral communication.
- Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.
- Must have reliable transportation and be willing and able to travel between different job sites within Utah County
- Must have a valid Utah Driver’s License & insurance in good standing

**Essential Skills:**

- The ability to communicate in English in both written and verbal formats on a professional level. Fluency in conversational and written Spanish is a desirable skill for the position.
- Proficiency in organizing and managing work materials and a personal work schedule. The ability to keep timely and accurate records including time sheets, service documentation, required electronic data entry and compliance, task lists, caseload lists and reports.
- Proficiency in using a PC: sending/receiving email, keeping an up-to-date electronic schedule, using a database, accessing information in web-based formats, conducting online research and composing and editing documents. Proficiency in accessing information in web-based formats, conducting research and developing and presenting
- The ability to collaborate with team members, follow established policies and procedures, respond promptly to communication, attend meetings and activities regularly, meet assigned deadlines, and resolve problems.
- The ability to lead a team, motivate others and monitor program performance.
- Establish and maintain relationships of mutual respect and trust with client families, co-workers, and community partners.

**Job Responsibilities:**

- The lead BCBA provides clinical oversight and direction to all client programming to ensure that all programming, goals, and targets are effectively implemented in treatment.
- Administers, conducts, evaluates and supervises the implementation of behavioral assessment measures (e.g., VB-MAPP, Vineland) and functional assessment measures
- Develops individualized goals and objectives for home, community, and center-based programs and designs behavior support plans based on functional assessment data
- Ensures appropriate behavioral data systems are implemented such that quantifiable behavioral data is collected at regular intervals to allow for the continual evaluation of behavior plans and the achievement of individual goals and objectives
Teach Behavioral Technicians on the proper implementation of educational and clinical behavior programs and plans, data collection systems and all necessary monitoring and reporting systems
Conducts regular caregiver and/or teacher training and consultation
Is responsible for ongoing individual program oversight, weekly team meetings with Behavior Technicians and performance evaluation
Works closely with executive team to evaluate program growth and progress and address issues impacting client’s progress and parent satisfaction
Completes all necessary documentation in a timely and satisfactory manner
Maintains billable caseload and documents billable hours according to Utah state and federal regulation
Develops written reports documenting behavioral recommendations for parents, caregivers and agency personnel in a timely and accurate manner
Responds to referrals for service in a timely and appropriate manner
Participates in professional meetings or conferences deemed to be beneficial to Kids Who Count’s Autism Program development
Adheres to the mission, vision and values of Kids Who Count