



Registered Behavior Technician/Office Aide

JOB SUMMARY

Provide quality Applied Behavior Analysis (ABA) based interventions to children with developmental delays, disabilities, and autism spectrum disorders (ASD) in the home. Office Aide responsibilities include the scanning, storing and the disposal of client records. Will maintain all electronic records in accordance with the Health Insurance Portability and Accountability Act (HIPPA) Guidelines. Other office duties as assigned.

QUALIFICATIONS

1. High school diploma.
2. Complete the 40 hour Registered Behavior Technician Training (RBT).
3. Pass the RBT competency assessment.
4. Pass the RBT examination.
5. Maintain RBT credential with the Behavioral Analyst Certification Board.
6. Valid CPR certification (Infant/Child).
7. Pass background/fingerprint clearance.
8. Provide/obtain immunization and Tuberculosis clearance.
9. Bilingual (English and Spanish), written and oral communication skills.
10. Mobile phone with activated voicemail.
11. Reliable means of transportation, valid California driver's license, car registration and insurance that meets California requirements.

PREFERRED KNOWLEDGE OF THE FOLLOWING

- Data collection and gathering methodology and procedures.
- Experience with home visitation and/or home visitation programs.
- Experience working with children with ASD or other disabilities is preferred.

RESPONSIBILITIES

- Carry out appropriate procedures for various behavioral problems and learning problems related to Autism.
- Provide Applied Behavior Analysis services including Discrete Trial Training, differential reinforcement, shaping, chaining and prompting procedures.
- Collect data on all program goals and objectives related to treatment plans.
- Complete home visits and documentation in a timely manner.
- Organize and schedule time commitments to meet demands of the job.
- Attend team group meetings individual meetings with the program supervisor.
- Provide parent consultation in conjunction with the program supervisor.
- Responsible for accessing a web-based portal to view schedule and confirm appointments.
- Attend professional workshops to maintain a high level of skill.
- Abide by Motiva's policies and procedures.
- Other RBT responsibilities as identified by the program supervisor.

- Review and properly prepare client files for scanning.
- Scan and store client's records according to procedures. Accurately maintain and store all electronic records on server and hard drive in accordance with HIPPA guidelines.
- Dispose of files in accordance to HIPPA.
- Other office tasks as assigned by supervisor.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Travel to different consumer's homes throughout San Diego/Imperial County.
- Provide services across different home environments.
- Work out of the Landis office and travel to satellite offices as needed.
- Walk, stand, and sit throughout the day.
- Lift items up to or in excess of 40 pounds.

OTHER

- Demonstrate a solid understanding of how a consumer's family background and culture influences behavior, parenting style, behavioral expectations and the use of language.
- The ability and knowledge required to screen for and report incidents of suspected child abuse.
- The ability to appropriately work with a variety of family dynamics that may affect behavioral interventions.
- The ability to recognize/identify environments that may be unsafe to work (i.e., sickness, danger) and report such instances to program supervisor.

REPORTS TO

- Assigned team supervisor and business coordinator.

DISCLAIMER

The above statement is intended to describe the general nature and level of work performed by behavior technicians/Office Aide. This is not intended as an exhaustive list of all responsibilities, duties, and skills required by behavior technicians. All personnel may be required to perform duties outside of their normal responsibilities on occasions, as needed.