

BEHAVIOR THERAPY ASSISTANT



Division:	Behavioral Health Services
Reports To:	Clinical Director of Behavioral Health Services
Group/FLSA Status:	Program Specialist / Non-Exempt
Revised:	8/26/2022

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Behavior Therapy Assistant practices under the close, ongoing supervision as identified in the client's Individual Treatment Plan (ITP). This individual is responsible for providing intervention services as determined by the multi-disciplinary evaluation and as identified in the client's ITP.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Interacts with clients according to their Individual Treatment and/or Behavior Intervention Plan;
- Observes and intervenes to redirect inappropriate behavior;
- Implements and monitors skill acquisition plans, behavior intervention and reduction plans;
- Implements skill acquisition teaching procedures such as discrete trial teaching, naturalistic teaching procedures, task analyzed chaining procedures;
- Implements contingencies of reinforcement, discrimination training, stimulus control transfer procedures, stimulus fading procedures, prompt and prompt fading procedures, generalization and maintenance procedures;
- Implements interventions based on modification of antecedents;
- Implements data collection procedures;
- Develops objective, data-based progress/session notes;
- Assists, monitors, and guides the client to complete tasks;
- Implements approved de-escalation and crisis/emergency procedures according to protocol;
- Assists individual clients as needed with skill development in dressing, eating, toileting, and other daily living skills;
- Promotes a safe learning environment;
- Responsible to participate in annual training offered by SWWC;
- Ability to complete the Early Intensive Developmental and Behavioral Intervention (EIDBI) Level III training requirements as outlined by MN Department of Human Services;
- Attends and demonstrates competency in trainings as developed by SWWC;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the following and/or is willing to pursue the following trainings:

- Ability to demonstrate basic use of Microsoft Office Programs and mobile device applications required for the position;
- Maintains confidentiality, including FERPA, HIPAA and HITECH policies;
- Ability to comply with applicable legal, regulatory and workplace reporting requirements;
- Ability to physically restrain a client with help of others if a client's behavior escalates to a potentially dangerous level;
- Ability to work with clients individually and work in small groups;
- Ability to evaluate every day, reoccurring basic assignments and problems;
- Ability to apply regular and repetitive procedures;
- Ability to collect data as directed;
- Ability to communicate effectively and professionally orally, in writing and electronically via email and text;
- Ability to use modern office equipment, technology, and related software;
- Ability to establish and maintain effective working relationships with clients and SWWC staff;
- Receives and participates in required clinical supervision and intervention observation;
- Ability to uphold the SWWC Professional Standards for Clinical Practice.

EDUCATION AND EXPERIENCE:

Must be 18 years of age and have any one of the following:

- A minimum of a high school diploma or national equivalent; Or
- Minimum of one year of related experience as a personal care assistant, community health worker, waiver service provider, or special education assistant to a person with autism spectrum disorder (ASD) or related condition within the past 5 years; Or
- Fluent in a non-English language (preferred, but not required).

LICENSES, CERTIFICATES, AND REGISTRATIONS:

Possesses the following and/or willing to obtain the following:

- Minimum of a high school diploma or national equivalent;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the supervision of the Board Certified Behavior Analyst.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of up to 40 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.