

Job Title: Board Certified Behavioral Analyst (BCBA)  
Position Number INT-16-00011  
Work Location: San Marcos, Hill Country IDD Behavior Supports & Crisis Center  
Division/Department: Intellectual and Developmental Disabilities  
Reports to: Director of IDD Services . 1115 Waiver  
Salary: \$63,000 - \$68,000 Based on Experience

Full-time

Nonexempt

### **Essential Duties and Responsibilities:**

Under the direct supervision of the Program Director, the BCBA is responsible for coordinating program services to consumers. Supervises, and evaluates regional program staff. Ensures that staff completes all required training prior to direct care service, refresher training as needed, and have specialized training specific to an individual consumer. Communicates effectively, both orally and in writing, to supervisors, co-workers, and employees. Monitors training completed by direct care staff and HCS billing process. Ensures necessary staff coverage. Monitors the implementation of Person Directed Plan.

This position is a key support to the Program Director and requires the ability to make critical decisions, manage and supervise staff and provide leadership and guidance to staff. Services are delivered in compliance with HCS/HCS-O services, definitions, HCS/HCS-O principles, ICF-MR standards, and Community Services. Requires a high degree of motivation, and commitment to employees. Some travel will be required. Support and implement agency Improvement Plan.

- **Assessment and Development of Behavior Plans:** Conduct functional analyses and ongoing functional assessments, and then develop behavior programs based on the function of the behavior for each person. Develops both focused and comprehensive plans based on the consumer's level of need describing service intensity and duration.
- **Staff Training and Treatment Fidelity:** Attend house meetings, as needed, to train staff members on programs, evaluate treatment integrity, or continue functional assessment. Supervise field placement experience for individuals obtaining hours toward approval to take the BACB exam.
- **Measure and Report Progress:** Write progress notes summarizing person's progress in narrative and graphic form.
- **Meet Best Practice Standards:** Attend formal training and/or self-study to develop necessary skills to use scientifically validated methods to assess and

build vocal-verbal and nonverbal communication repertoire in consumers consistent with the principles and practices of behavior analysis. Compile, get authorization for, and present all programs with restrictive behavioral interventions to the Human Rights Committee

- Work with Interdisciplinary Team Members: Attend relevant team meetings and inform prescribing physician, therapists, guardians, state employees, and others of behavior plan interventions, progress on targets, participation in therapy, new behaviors of concerns and other relevant information needed to assist the team in providing effective treatment (e.g., information to help the psychiatrist in prescribing/monitoring medications).
- Discharge Planning: Develops transition plan to discharge consumer from the behavior stabilization program to their natural living environment that includes training for caregivers to implement intervention strategies to prevent and intervene the challenging behaviors displayed by consumer.
- Language Skills: Ability to write complex behavior support plans and communicate intervention techniques and strategies to direct care staff and/or families
- Interpersonal skills: Work cooperatively with others
- Well-organized
- Mathematical Skills: Ability to collect and graph behavioral data for assessments and interventions
- Maintain compliance with all agency policies and procedures

#### **Other Duties:**

- Perform other duties as assigned by supervisor

#### **Position Requirements:**

##### **Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with consumers and Supervisor
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently
- Master's Degree
- Two years of experience providing behavior services to individuals with intellectual and developmental disabilities in a community residential setting

##### **Certificates/Licenses:**

- Board Certification for Applied Behavior Analysis

##### **Physical Requirements:**

- Walk, talk, hear, use hands to handle, feel, or operate objects, tools, or controls,

- and reach with hands and arms
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
  
- Able to push, pull, lift, and/or carry up to 20 pounds
- Able to talk, listen and speak clearly on telephone

**TO APPLY:**

Please apply online at: [www.hillcountry.org](http://www.hillcountry.org)

Inquiries can be directed to: Launa L. Miller Human Resources Recruiter  
Hill Country Mental Health and Developmental Disabilities Centers  
[llmiller@hillcountry.org](mailto:llmiller@hillcountry.org)  
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