

Job Title: Clinical Manager (BCBA)  
Pay Range: \$35-\$42 hourly

Step-In Autism Services of Alaska, L.L.C. offers quality Applied Behavior Analysis programming to clients in the Fairbanks and surrounding areas. Many of our clients are diagnosed with autism spectrum disorder, however we offer services to a variety of individuals. We are currently looking for compassionate and talented individuals experienced in working with children with disabilities.

At Step-In Autism Services of Alaska, LLC we value our staff and are pleased to provide the following:

- Ongoing professional development and training opportunities under the supervision of our experienced BCBA
- Monthly staff support groups sharing the challenges and successes of delivering the ABA services
- Opportunity to make a difference in a child's development as well as the family dynamic
- Competitive hourly wage commensurate with experience and job qualifications

### JOB DESCRIPTION

Provides specialized behavioral intervention services and program supervision for children with autism spectrum disorders and/or other developmental disabilities, ages 14 months and older. Responsible for the creation and implementation of specialized behavioral services for each client, in addition to the management of Assistant Behavior Analysts, Behavior Technicians and Behavior Technicians in Training.

- Clinical Responsibilities:
  - Supervises individualized programs for children diagnosed with autism spectrum disorders and/or other developmental disabilities in various settings.
  - Provides clinical supervision and work direction to treatment teams to include skills enhancement, clinical consultation, and professional development.
  - Conducts initial assessment of clients and produces assessment report to include a recommendation for treatment and supervision hours.
  - Assures clients receive interventions to meet the full extent of the services authorized; adjusts staffing of treatment team as appropriate to meet the needs of the client.
  - Coaches clinical teams on the procedural implementation of treatment plans via team meetings, and live/in situ supervision.
  - Reviews data and reports submitted by direct care team, and recommends changes to the program, procedures, and data collection methods to assure programs reflect each child's development and progress towards identified goals.
  - Observe and assess client skills and progress to inform recommendations for ongoing intervention and behavioral programming.
  - Create and lead implementation of Behavior Support Plans as appropriate.
  - Collaborate with additional service providers on the client's support team to ensure comprehensive service delivery.
  - Address program delivery with families; including parent coaching, challenges with teaching, parent participation, quarterly update meetings, and work environment as necessary.
  - Review progress reports and treatments plans, ensuring that they meet the requirements of regulatory agencies and funding sources and are clinically accurate and appropriate.
- Administrative Responsibilities:

- Responsible for providing efficient and effective service in all areas of performance.
  - Maintain accurate documentation of billable tasks that meets the requirements of regulatory agencies and funding sources and is HIPAA compliant.
  - Track direct and indirect client sessions to ensure that services are provided to the full extent of the authorization for each client.
  - Participate in recruitment, interviewing, selection, and onboarding of clinical staff.
  - Coordinate documentation to ensure reauthorization and continuation of services when necessary.
  - Assist with community outreach by developing and implementing special events as needed.
- Supervisory Responsibilities:
    - Support staff in providing efficient and effective service in all areas of performance.
    - Provide regular performance feedback to Assistant Behavior Analysts, Behavior Technicians and Behavior Technicians in Training related to their strengths and areas for improvement, work with direct staff to set goals for professional development.
    - Assist trainees to obtain supervisory experience necessary for advancement of credentialing/licensure as approved by management.
    - Monitor staff performance throughout the onboarding process and assist in staff training/ RBT credentialing.
    - Lead staff training meetings and ensure SiAS policy and procedure is communicated to and understood by the clinical team.
    - Maintain staff credentialing and supervision requirements per TRICARE and other funding sources regulations.
    - Assist with development of training handbooks and protocols.
    - Conduct treatment integrity checks and ongoing evaluations.
    - Recognize hazards within the environment and respond in a safe and effective manner.
    - React to change productively and handle other essential tasks as assigned.

## QUALIFICATIONS

- Minimum Education or Training Equivalent to:
  - Master's degree or higher from an accredited college or university in one of the following disciplines is required: applied behavior analysis, early childhood education/development, early childhood special education, special education, pediatric therapy, psychology or related field.
  - Board Certified Behavior Analyst (mandatory)
- Special Qualifications (Skills, Abilities, Licenses):
  - Expertise in methodologies benefiting children with autism spectrum disorders, including ABA, ESDM, PECS, and PRT.
  - Familiarity with early intervention and community resources serving children.
  - Effective verbal and written communication skills, with sensitivity to diverse populations.
  - Strong decision-making and judgment capabilities.
  - Commitment to confidentiality and compliance with policies, procedures, and regulations.
  - Proficiency in computer/word processing software.
  - Clear background check and ability to obtain BLS certificate.
  - Reliable transportation and willingness to travel to multiple work sites.
- Physical Requirements:
  - Ability to bend, reach, squat, kneel, and interact with children in various settings.
  - Effective communication and active listening skills for client and staff interactions.

- Occasional driving and use of upper and lower limbs for home visits and meetings.
- Ability to sit, write reports, and work at a computer.
- Occasional lifting and carrying of materials used in home visits.

Step-In Autism Services of Alaska is an equal employment opportunity/affirmative action employer.

*Step-In Autism Services of Alaska, L.L.C. reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description is illustrative and in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.*