



## *Tiered Job Description*

### Certified Behavior Technician

#### Roles and Responsibilities

The following outlines our company's expectations for all CBTs. This list will be fluid as changes are made to the WAC code, insurance requirements, and best practices from the Board. However, all CBTs can expect to fulfill *at least* the following responsibilities.

#### **Tier I – General Job Description**

##### RBT/CBT-related tasks and duties

- CBTs should have a solid understanding of the following concepts as outlined on the Washington State Department of Health's website and the RBT Task List:
  - Procedures used to measure and record behavior
  - Conduct or assist with preference assessments and other assessment procedures
  - Contingencies and Reinforcement
  - Basic understanding of, or the ability to acquire the skills necessary to apply evidenced-based skill acquisition and behavior reduction procedures in ABA.
  - Record appropriate documentation after therapy sessions
- All Ethical Guidelines as outlined by the BACB
- CBT will follow all other related laws, professional guidelines and best practices to the greatest extent possible.

#### **Tier II – Professionalism, Teamwork, Cooperative Expectations**

##### Professionalism

- Dress can be casual and comfortable for all employees as long as the image of CBC that is portrayed to others is in line with our company's values.
- Professionalism as related to timeliness or alerting clients, schools or supervisors that you will be tardy or absent.

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- Parents, schools, administrators, colleagues within CBC, outside professionals and any/all people associated with the client's Treatment Plan are to be treated with respect at all times. Represent the CBC name in an honorable fashion.
- SOAP notes are documented after every billable session or task and filed in the client's binder. Audits of SOAP notes will be periodically completed by supervising BCBA or company owners.
- CBT will only bill for billable services with the exception of 5% of total hours which can be used for non-billable tasks. These tasks include but are not limited to creating materials, visuals, or other supports upon the direction of the Program Manager, Team Meetings or impromptu discussions with other team members or school personnel, emails, and all other tasks that are not Direct Therapy provided to the client (15 minutes prior to and post session will fall under Direct Therapy and paid at the billable rate).
- Timesheets will be completed on time, every Friday and submitted to Heather Clayton via Central Reach. **Late timesheets may result in delayed payment. If this is a repeated issue the CBT and company owner will come up with a plan to ensure timesheets are submitted on time every week. If a pattern of submitting late timesheets continues it may be grounds for disciplinary measures.**

### Teamwork and Cooperation

- Actively listen to all team members ideas and consider each with an open mind. Disagreements will be discussed kindly with an assumption of good intentions from colleagues.
- Behavior Technicians understand and agree to communicate openly, honestly and respectfully regardless of medium including texts, emails, face to face conversations or any other communication between employees.
- All concerns should be communicated directly to the team member involved and never with other colleagues within the company. A good rule of thumb is to ask "Does the person I'm telling this concern to have any ability to help change or improve the situation?" If the answer is no, you are likely exacerbating the problem. Gossip of any kind, especially a repeated pattern of negative or toxic gossip spread on a team or within the company, will not be tolerated and may result in disciplinary measures, including termination.
- CBT will run all programs, behavior plans and instructional plans as written by the program manager - even if in disagreement with instructional method.
  - a. \*A good trick for handling such concerns is to run programs or plans exactly as written, take clear, objective data and then meet with the BCBA to analyze the data and make any evidence based adjustments necessary. However, any changing of programs or plans without Program Managers authorization - outside of minor adjustments for motivation or setting - will not be tolerated.

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- CBT will keep all conversations with clients professional and will use good judgement to establish appropriate boundaries
- CBT will avoid coaching, suggesting interventions or answering questions regarding specific treatment interventions to parents, teachers or other adults present during ABA sessions. CBTs will use good judgement to ensure they are not venturing into territory that is outside the CBT's scope of practice. (CBTs may model for teachers and other professionals plans as written but will leave all "coaching" to the Program Manager).

### **Tier III – Company Culture**

- CBT attempts to align goals and ideas with company's culture. Does not ask or assume company will make sweeping changes to accommodate goals or ideas that fall outside the company's culture, belief system or mission.
- CBT will respect and participate in the company-wide culture of maintaining a solutions-based, positively aligned mind-frame when interacting with team members, other professionals on the ABA team and clients.

A final note on company culture: Providing a positive, solutions-focused, fun, professionally challenging, emotionally safe, open-minded and all in all amazing place to work is our company's number one goal! We strive to create that kind of an environment in everything we do and we rely on our colleagues (you!) 😊 to maintain that foundation of our company culture.

**We are thrilled to be working with you and are here for anything you may need! Please feel free to reach out to Shafer and/or Shannon at any time with questions or concerns!**