

Team BCBA

Roles and Responsibilities

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

Tier I – General Job Description

BCBA-related tasks and duties

- All tasks as outlined on the BACB's website including but not limited to:
 - Direct and Indirect Assessment and Assessment Write-Ups
 - Treatment Plan Development including Program Development and Modification
 - Supervision of BT's
 - Family/Parent Coaching as needed
 - FBAs and BIPs
 - Data Analysis – Data will be reviewed monthly at a minimum – Progress
 - Data driven treatment decisions
 - Consistent Documentation of Progress – Progress Report provided every 6 months at a minimum.
 - Team Meetings as needed or requested by family or school (within reason)
- All Ethical Guidelines as outlined by the BACB
- Team BCBA will follow all other related laws, professional guidelines and best practices to the greatest extent possible.

Tier II – Professionalism, Teamwork, Teamership

Professionalism

- Professional Dress and Demeanor
- Professionalism as related to timeliness or alerting clients, BTs or schools that you will be late.

- BTs, 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.
- Disagreements will be handled first internally with the BCBA and BT. Once all effort has been attempted to come to an agreement the BCBA will request support from Lead BCBA and/or company owner.
- Dual relationships with clients will not be tolerated. Discussing company-related issues, aspects of another client's Treatment Plan (even if the clients know each other outside of the company), within team disagreements, or gossip of any kind will not be tolerated and will be grounds for a disciplinary meeting and potential termination.

Participation in Mentorship Program with Lead BCBA

- Mentorship and training will be provided to all Team BCBAs from a Lead BCBA. Team BCBAs can expect a higher ration of mentee hours to scheduled hours at the onset of hiring (whether the Team BCBA comes to CBC with experience or not) with this support decreasing gradually as Team BCBA builds skill sets and learns CBC's policies, procedures and other expectations.
- All Team BCBAs are required to be an active participant in this mentorship program which may include but is not limited to:
 - Meeting with Lead BCBA for each client's case at a frequency recommended by the Lead BCBA and a schedule outlined between Lead BCBA and Team BCBA
 - Actively participating in the process of self evaluation, writing professional goals for own growth, collecting data on those goals and reflecting on data with Lead BCBA in order to engage in the ongoing learning process.
 - All reports, programs, instructional plans, FBAs and BIPs as well as any other documents relevant to each case will be written using the CBC company template. These templates will be shared with you on the Google drive within a Clinical Reports Training Folder. Team BCBAs are required to utilize the resources and templates within that folder for all clinical preparations, documentation and evaluative purposes.
- Initially, all treatment decisions are to be made collaboratively with Lead BCBA and, eventually, authorized by Lead BCBA before being implemented. This process will be scaled back with Team BCBA making decisions independently on a gradual timeline as determined by the Lead BCBA. The following list outlines some of the Clinical Decisions that are referenced in this expectation:
 - Treatment Goals
 - Assessment tools used
 - Instructional strategies used
 - Parent Coaching recommendations
 - BT Supervision methods

- Team Decisions and methods to reach agreement
- Hours, settings, frequency and duration of sessions

Teamwork, Cooperation and Teamership

- Team BCBA's will actively listen to all team members' ideas and consider each with an open mind. Disagreements, even mistakes, will be discussed kindly and with a "teacher mentality" and best of intentions assumed.
- Feedback is provided using evidence-based coaching methods which includes building rapport, providing corrective feedback that is specific and concrete, and using the methods outlined in "Radical Candor" with an emphasis on caring personally while challenging directly.
- Team BCBA will Team by example by modeling appropriate social and emotional boundaries, remaining a patient, teacher-like mentality for all supervisees and clients, modeling self reflection and improvement and a professional, kind approach to issues that may arise.

Tier III - Company Culture

- Team BCBA makes every effort to support company culture and facilitate the priorities and philosophies created by the CBC Leadership Team.