



Crissey Behavioral Consulting

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BCaBA (or LaBA) Job Description

Roles and Responsibilities

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

Tier I – General Job Description

BCaBA-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
- BCaBA will follow all other related laws, professional guidelines and best practices to the greatest extent possible.

Tier II – Professionalism, Teamwork, Cooperative Expectations

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 BCaBA and the BT. Once all effort has been attempted to come to an agreement the BCaBA will request support from supervising BCBA. Only after a third attempt has been made to come to an agreement will the team bring in the company owners (this is only for disagreements with team members. Company owners are always available to all employees for support and professional growth)
- 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.

BCBA Supervision

- Supervision by BCBA will be a minimum of 2% of BCaBA's hours (as is required by Washington State Law) with more supervision provided as determined by the BCBA.
- All treatment decisions are to be approved by BCBA for first month or longer of BCaBA's role. Including but not limited to:
 - 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
- All components of Treatment Plan are to be uploaded to a shared Google Drive to be reviewed (and expressly approved by BCBA for first 3 months or more of BCaBA's role) before presentation to team, school, family or other professionals involved in client's treatment. Approval of BCBA will continue beyond 3 month period of deemed appropriate by BCBA.

- BCBA will have final call on all Treatment Plan decisions for the duration of BCaBA's role.

Teamwork and Cooperation

- BCaBAs will actively listen to all team members' ideas and consider each with an open mind. Disagreements will be discussed kindly and with a "teacher mentality"
- Feedback is provided using evidence-based coaching methods. This includes building rapport for a *minimum* of two full sessions before delivering corrective feedback, 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.
- BT supervision sessions will be documented with a Target Goal (agreed upon by both the BCaBA and the BT) listed and data taken on the specific skills outlined in the goal.

Tier III – Administrative

- SOAP notes are documented after every billable session or task and filed in a Supervision binder to be maintained by the BCaBA. Audits of SOAP notes will be periodically completed by supervising BCBA.
- Supervision form with clear target goal and data collected for that goal should be used at least 2 sessions/month with the BT.
- BCaBA will only bill for billable services with the exception of 5% of total hours which can be used for non-billable tasks. *All other tasks are unpaid as they are considered part of the BCaBA role. If you feel you are being asked to do more non-billable work than you can handle you will alert your BCBA in order to come to an agreement.*
- Timecards will be completed on time, every Friday and submitted via Central Reach.
Late timecards will result in delayed payment. If this is a repeated issue the BCaBA and company owner will come up with a plan to ensure timecards are submitted on time every week.

Payment Schedule

- 1-month preliminary pay of \$50/hr
- \$55/hr after preliminary month
- Additional raises will be performance-based and dependent on professional goals documented with data to support salary increase.

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