

Assistant Clinical Program Coordinator

General Job requirements:

- Upon hire you will need to complete necessary HR forms/TB Test clearance/Fingerprints
- Driving to consumer homes and other places in the community is required
- Office hours are also required
- Work as a middle tier supervisor and follow clinical recommendations provided by BCBA
- Attend mandatory staff meetings and periodic trainings
- Must be available to work on Saturdays
- Effectively develop skill acquisition instructional programs;
- Conduct visual analysis of data and determine minor instructional changes
- Collect, monitor, and record data on consumer and staff performance;
- Have knowledge and background in applied behavior analysis;
- Be able to conduct assessment;
- Effectively communicate assessment/progress findings through composition of reports.
- Have positive personality, work well with others, effectively provide and follow direction, able to receive and apply feedback from superiors, effectively communicate with co-workers, be reliable, uphold company policy, lead by example, and the ability to follow through with scheduled supervision.

Applicant prerequisites:

- MUST HAVE A Minimum of one of the three options: ***BCaBA Certification - OR - Enrolled in MA Program w/emphasis in Applied Behavior Analysis - OR - MA + Enrolled in BCBA program***
- Valid CDL and Social Security Card
- Have reliable transportation
- 2 yrs experience developing and monitoring individualized “in-home” and community programming for individuals with developmental disabilities.
- Current college transcripts and copy of degree
- Up to date resume with most recent applicable work experience
- At least 1 letters of reference from current employer, previous employer, or college professor.
- Spanish Speaking (preferred but not mandatory)

Benefits, Compensation, and Hours of Employment:

- *Structured BCBA/BCaBA fieldwork supervision*

- In-Between Drive Time and Mileage Reimbursement
- Monthly Phone allowance
- Company Laptop
- Ability to work in office, home, or community locations
- Access to Online Data Recording and Reporting software and scheduling software
- Health Benefit
- Hours of employment are variable, e.g. morning, afternoons, and evenings
- Flexible hours and you can make your own schedule