

## Clinical Program Coordinator I

### General Job requirements:

- Upon hire you will need to complete necessary HR forms/TB Test clearance/Fingerprints
- Driving to consumer homes and other community locations
- Attend and conduct staff trainings
- Effectively develop an adaptive skills or social skills instructional program;
- Record, monitor, and visually analyze data for consumer and staff performance;
- Have knowledge and background in applied behavior analysis;
- Be able to conduct assessment;
- Compose clinical assessment and progress reports
- Conduct behavior skills training and performance feedback procedures
- 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:

- Master's Degree (Child Development, Psychology, ABA, or Related Field)
- 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 Benefits for full time employees
- Hours of employment are variable, e.g. morning, afternoons, and evenings

- **Starting hourly rate: \$21 - \$26/hour (determined based on education and experience)**
- Flexible hours and you can make your own schedule