

## **Position Description: Program Services Coordinator**

*Direct Services Provider Coordinator*

### **Summary of Position:**

The *Program Services Coordinator* plays an integral role in collaboration with interdisciplinary team members through providing support, implementing training, monitoring progress, and coordinating services for a team of *Program Service Providers*, under the guidance and supervision of *Program Services Consultants and Supervisors*. *Coordinators* continue developing their skills as practitioners as they provide 1:1 services as described in the *Program Services Provider* role, giving them the opportunity to ensure interventions, protocols, and supports are designed the way intended to meet individual learning objectives. Services will be provided within the individual's natural learning environments, building an interprofessional team to deliver services with a fully integrated approach in collaboration with early childhood centers, preschools and related early intervention centers, schools, and a variety of other service programs. Our service model provides unlimited opportunities for individual growth, with the potential to build service models focused on your areas of interest as you grow with our organization. *Students enrolled in a graduate program for behavior analysis or related fields will receive both restricted and unrestricted supervision and mentorship in a unique learning environment enhancing a variety of skills development to support a journey of lifelong, continuous learning and growth.*

### **Role:**

The role of the *Program Services Coordinator* is to ensure that each direct service provider on their team is trained and current on each client's program, and the correct evidence-based interventions, ensuring accurate data are collected across provider types and services. Collection and verification of inter observer agreement data (IOA) is necessary to ensure that the interventions are being implemented with fidelity. The *Coordinator* will train newly hired providers and prepare them for required certification exams. This position will be responsible for obtaining/making necessary client materials as needed for *Program Services Consultants and Supervisors*. They will also complete programming tasks as assigned, such as maintenance of and updating individual programs in the clinical data program, as well as assisting with assignments and scheduling of direct service providers. The *Coordinator* provides direct services as aligned with the role of the *Program Services Provider*, ensuring interventions, protocols, and related materials or instructions are designed and implemented as intended to meet the goals and objectives of the individual receiving services. *Emergent communication and leadership skills and openness to feedback are essential skills in this position to support a growth mindset for all members of the team.*

### **Responsibilities:**

- Provide ongoing monitoring and supervision of direct service providers, to include staff coaching on core skills, under the guidance of *Program Services Consultants and Supervisors*.
- Assist with training of newly hired direct services providers to ensure fidelity across training, in large group, small group, job-embedded behavioral skills training, and individual meetings.
- Under direct supervision of the *Program Services Consultants and Supervisors*, assist with coordinating interdisciplinary team meetings, conducting structured observations and interviews, comprehensive record reviews, progress monitoring across service models, and facilitating collaborative discussions to ensure aligned programming and data-based decision-making.
- Assist *Program Services Consultants and Supervisors* in verifying educational and medical documentation protocols are complied with by all team members, in accordance with established organizational procedures, payor guidelines, and requirements for educational services.
- Under the supervision of *Program Services Consultants and Supervisors*, support caregiver collaboration efforts to ensure all programs are aligned with the goal of improving quality of life for the children and families served, aligned with their values and goals, as well as their team of direct service providers, therapists, educators, and healthcare providers to collect necessary information for ongoing research.
- Provide support in maintenance of client programs as directed by *Program Services Consultants and Supervisors*.
- 1:1 direct therapy with clients as determined by organizational leadership to support meeting team needs and ensuring full development of critical within session clinical decision-making skills.

### **Position Requirements:**

- Bachelor's Degree Required in Special Education, Child Development, Psychology, Communication Disorders, or a Related Field - *Current enrollment in behavior analytic graduate program preferred.*
- One year minimum as an RBT® or Direct Service Provider (current with BACB®).
- Demonstration of Developing Leadership Skills, Servant Leadership, Emotional Intelligence & a Growth Mindset with an interest in applied research.
- Ability to use and remain adaptable to a variety of technology programs, to include Microsoft 365 Platforms.