

Position Description: Program Services Supervisor

Board Certified Behavior Analyst®/ Board Certified Behavior Analyst-Doctoral®

Summary of Position:

The *Program Services Supervisor* assists with leading the team of *Program Services Consultants, Specialists, and Coordinators* with a focus on ensuring team members have the knowledge, tools, and resources necessary to meet the organizational goals and objectives. We aim to exceed industry quality assurance standards and maximize clinical outcomes measures that remain impactful and meaningful to the children, families, providers and educators of the organizations and communities we serve. The *Supervisor* creates the opportunity for team members to serve in an environment that ensures psychological safety for all with whom we connect and collaborate. As a *Supervisor*, you have the opportunity to grow and develop your professional skills alongside your team, as well as through continuous collaboration with the multitude of human services providers, giving space, time, and resources to allow you to learn and grow to your full potential. Our program services are integrated with early childhood centers, daycares, preschools, schools, adult services, and community settings, allowing our clients to maximize learning in their natural environment, alongside peers, promoting generalization of skills across all environments.

Role:

The Program Services Supervisor will serve team members and community partners by supporting a high performing, inclusive work culture through researching and modeling best practices to ensure a rewarding and inspiring mission-driven work environment. In addition to clinical duties related to maintaining a caseload and relevant responsibilities as a BCBA®, the *Supervisor* will facilitate learning for students in behavior analytic programs, assisting them in meeting requirements for restricted and unrestricted hours, maximizing learning opportunities for clinical skills development, as well as required, and unique, components of the role when serving in healthcare and educational industries. The *Supervisor* will assist the *Program Services Director* in coordinating with coworkers to ensure consistent quality of care across locations, developing and maintaining relationships with families, caregivers, educators, and healthcare providers, as well as partners in graduate programs.

Clinical Responsibilities:

- Facilitate development of conceptually designed, professionally written, and collaboratively developed treatment plans and progress reports reflecting integrated models of care, demonstrating progress, barriers, relevant psychosocial, medical, and educational information, and future goals, with integrated, evidence-based interventions following a comprehensive assessment of developmental and adaptive skills acquisition, social interactions, and function-based assessments.
- Develop and implement behavior reduction assessments and targeted intervention plans that focus on nurturing the child's needs, cultivating opportunities for learning and growth, while ensuring the individual and those in their environments, feel safe, supported, and engaged in the learning environment.
- Participate in bi-weekly treatment reviews and quarterly progress meetings with multi-disciplinary team members to review program effectiveness, analyze observations and data, revise program interventions and instructional strategies, and engage in collaborative coaching.
- Ensure progress reports and treatment plans meet requirements and submission timelines relevant to organizational, as well as industry standards and guidelines.

Program Oversight and Management

- Provide professional development, coaching and supervision for team members, in all policies and procedures, performance, skill acquisition and behavior management program implementation, as well as learning opportunities for parents, caregivers, educators, healthcare providers, and community members.
- Assist *Directors* with supporting learning and implementation needs related to conducting assessments, designing interventions, providing staff coaching, and completing activities and tasks related to their specific role to ensure the needs of all learners and educators are met by focusing on continuous learning and dissemination of
- Partner with the *Program Director* and multidisciplinary team members in designing, analyzing, and synthesizing information and relevant data from all stakeholders to ensure overall Program Services support the mission and vision of the organizations.
- Monitor and report organizational data to ensure services provided to ensure all learners, as well as client organizations, are receiving the determined level of interventions, services, and supports necessary to achieve individual and organizational goals and objectives.
- Facilitate learning for students in behavior analytic programs, assisting in meeting criteria for required supervision hours, maximizing learning opportunities for clinical skills development, as well as required, and unique, components of the role when serving in healthcare and educational industries.
- Maintain and disseminate comprehensive, conceptual knowledge of behavior analytic methodologies and experience with a variety of curriculum-based, function-based, and normative assessments, as well as early intervention and special education programs, community resources and agencies to support the children and families of our clients.

Minimum Education or Training Equivalent to:

- Master's degree from an accredited college or university in one of the following disciplines is required: applied behavior analysis, child/human development, early childhood education, early childhood special education, special education, pediatric therapy, psychology, or related health and human services field, certification as a Board Certified Behavior Analyst®/ Board Certified Behavior Analyst -Doctoral® (BCBA/BCBA-D®) with the Behavior Analyst Certification Board® (BACB®).
- Maintenance of requirements for ongoing certification and practice according to the BACB® standards and Ethics Code, for behavior analysts, to include ongoing continuing education to improve and expand your scope of practice, as well as to uphold industry generally accepted standards of care and expectations for high quality, outcomes driven service delivery.
- Five or more years of related professional experience working with children with autism spectrum disorders and/or other related developmental disabilities, preferably in a multidisciplinary setting or with focused care coordination experience.
- Analytical skills necessary to synthesize a variety of clinical, educational, medical, and social data from a variety of providers, as well as formative and summative assessments to determine appropriate interventions and monitor effectiveness of programs through well develop clinical decision-making skills.
- Demonstration of professional leadership skills, application of servant leadership qualities, emotional intelligence, problem-solving skills and a growth mindset with a strong interest in applied research.
- Ability to use, and learn, a variety of technology programs to remain adaptable ongoing technology changes and improvements, to include Microsoft 365 Platforms and dashboard development tools for continuous monitoring to inform a variety of research initiatives.
- Three years of postgraduate clinical experience preferred but not mandatory.