

**Angelwood, Inc.**  
**Board Certified Assistant Behavior Analyst (BCaBA)**

**Reports To:** Senior Program Director  
**Department:** Program  
**FLSA Status:** Exempt

**SUMMARY**

A BCaBA is responsible for providing behavior analysis services to assist a person or persons to learn new behavior that are directly related to existing challenging behaviors or functionally equivalent replacement behaviors for identified challenging behaviors. Services may also be provided to increase existing behavior, to reduce existing behavior, and to emit behavior under precise environmental conditions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conduct descriptive and systematic (e.g., analogue) behavioral assessments, including functional analyses, and provides behavior analytic interpretations of the results.

Designs function driven behavior plans and supervises behavior analytic interventions.

Effectively develops and implements appropriate assessment and intervention methods for use in unfamiliar situations and for a range of cases. Seeks the consultation of more experienced practitioners when necessary.

Teaches others to carry out ethical and effective behavior analytic interventions based on published research and designs and delivers instruction in behavior analysis.

Designs and implements appropriate function driven replacement skills trainings.

Provides on-going training of caregivers.

Collects and analyzes data.

Completes on-going monitoring and evaluation of all behavioral objectives.

Completes all required documentation and provides to all appropriate parties. This documentation includes but is not limited to the following: contact and service logs, assessment reports, monthly summaries of monitoring including the who, what, when and where of the monitoring event, behavior analysis service plans and services provided including graphic displays of acquisition and reduction behaviors related to implementation of the service plan, annual reports and , if applicable, the LRC review date and recommendations made specific to the plan and a review schedule for the plan.

Attend all required and/or appropriate meetings. This includes, but is not limited to, LRC meetings if the targeted reduction behaviors meet the requirements identified in rule 65G-4.009, F.A.C.

Follows all conduct guidelines and disciplinary standards as described by the Behavior Analyst Certification Board.

Meets all requirements of the Behavior Analyst Certification Board for continuing education and renewal and/or recertification requirements.

Receives supervision from a BCBA and follows the Behavior Analyst Certification Board's policy on supervising Board Certified Assistant Behavior Analysts and ensures the required documentation is completed.

**BCaBA Job Description**

**QUALIFICATIONS**

Board or Florida Certified Associate Behavior Analyst or a Florida Certified Behavior Analyst and Bachelor's degree in a related field.

**LANGUAGE SKILLS**

Ability to communicate effectively with clients, staff, parents, volunteers, Board, school and medical personnel and community-at-large.

Ability to respond effectively to sensitive inquiries or complaints.

As a representative of Angelwood to the community, this person must possess the skills to communicate our mission and answer questions to the general public when necessary.

Ability to complete all documentation in a clear, accurate and timely manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Angelwood, Inc. is an Equal Opportunity Employer and Drug-Free Workplace**