



<b>POSITION TITLE: Board Certified Behavior Analyst (BCBA)</b>
<b>DATE:</b> June 2019

<b>SALARY RANGE:</b> as set by Letter of Employment	<b>IMMEDIATE SUPERVISOR:</b> Director of Therapeutic Services
<b>THIS IS A:</b> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>	Hourly <input type="checkbox"/> Salaried <input checked="" type="checkbox"/>
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	

<b>GENERAL FUNCTION</b>
Provide ABA Services to individuals, including initial assessments, treatment, documentation, and insurance documentation for payment.
<b>SUPERVISORY RESPONSIBILITY (potential):</b> Behavior technicians, ABA practicum students
<b>DUTIES AND RESPONSIBILITIES:</b>
<ol style="list-style-type: none"> <li>1. Assess referred clients for ABA therapy and develop behavior plan.</li> <li>2. Document, follow up, and ensure fidelity with associated parties.</li> <li>3. Maintain/update client files, including behavior data.</li> <li>4. Develop/maintain relationships with doctors, referral agencies, clients, families, etc.</li> <li>5. Collaborate with other disciplines within STAR to streamline impact.</li> <li>6. Other duties as assigned.</li> </ol>
<b>KNOWLEDGE AND REQUIRED TRAINING:</b> The person occupying this position must be a Board Certified Behavior Analyst (BCBA) and hold/be immediately eligible for licensure in the state of Tennessee. <i>CAQH, TN Medicaid, and insurance credentials are preferred.</i>
Technology knowledge requirements include desktop/laptop computer proficiency, use of analytical software, Microsoft Office, and Outlook software.
<b>PERSONAL RELATIONSHIPS:</b> In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center’s leadership, staff, clients/families, members of the community, board of directors and other stakeholders of the Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.
<b>PHYSICAL DEMANDS:</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): \_\_\_\_\_

Staff's Signature: \_\_\_\_\_ Date: \_\_\_\_\_