



Behavior Technician Job Description

Definition:

At Bridge Behavior Consulting, our behavior technicians are professionals who have completed a minimum of a 40-hour intensive training in Applied Behavior Analysis (ABA), have successfully passed a competency assessment administered by a Board Certified Behavior Analyst (BCBA), and received a passing score on the Registered Behavior Technician exam through the Behavior Analyst Certification Board in order to become a Registered Behavior Technician. All behavior technicians are continually supervised by an agency BCBA on a weekly basis and engage in behavior analytic professional development activities. Behavior technicians are responsible for the direct implementation of skill-acquisition and behavior-reduction plans developed by the BCBA. The behavior technician may also collect data and conduct certain types of assessments (e.g., stimulus preference assessments) under the supervision of a BCBA. The behavior technician is not responsible for the designing of interventions, conducting in-depth assessments, or developing skill acquisition or behavior reduction plans. It is the responsibility of the designated BCBA supervisor of the behavior technician to determine which tasks a behavior technician may perform as a function of his or her training, experience, and competence. The designated BCBA supervisor is ultimately responsible for the work performed by the behavior technician.

Department: Community Based Instruction (CBI)

Reports to: Board Certified Behavior Analyst (BCBA)

Supervision Over: None.

Position Type: Full Time, Part Time

Availability: Mon-Thr 8:30am-6:30pm / Friday as needed for makeup sessions and staff development

Minimum Qualifications:

Education, Training, and Experience:

- Must be at least 18 years of age.
- Possess a minimum of a high school diploma.
- Bachelor's Degree in psychology, special education, or related field preferred.
- A minimum of 2 years experience in working with children, adolescents, and/or adults with special needs

Knowledge of:

- Appropriate behavioral intervention strategies
- Learning theories and instructional methods
- Ethics, laws, and regulations of acceptable behavior interventions
- Developmental processes of children, adolescents, and adults
- Interpersonal skills needed to manage crisis situations
- Technology, such as Microsoft Word, Excel, and PowerPoint
- ***Bilingual applicants strongly encouraged to apply***

Skills and Abilities to:

- Assess situations and make proper judgments based on established protocol
- Understand behavioral situations and react accordingly in an ethical manner
- Objectively analyze crisis situations
- Respond quickly to emergency situations
- Communicate effectively and make recommendations to various agency staff and outside professionals, groups, or individuals
- Perform general clerical duties including maintain accurate client records and preparing clear and concise reports
- Communicate effectively in both oral and written form with a diverse group of clients, parents/caregivers, school personnel, and other agency staff



- Use a computer and behavioral software to prepare documents and maintain client records
- Work independently and make decisions within the framework of established guidelines
- Follow guidance from senior level staff to enhance own professional development
- Work with a diverse team of professionals in a respectful manner
- Supervise clients during treatment sessions

Other Requirements:

- Successful completion of fingerprinting, criminal history background check, and drug testing
- Ability to lift a minimum of 25 lbs.

Job Duties:

- Provide direct behavioral services to clients in individual and group sessions
- Run skill acquisition programs with clients using Applied Behavior Analysis and Verbal Behavior Analysis
- Complete weekly program writing and maintain client's program book
- Work with Board Certified Behavior Analysts and/or Board Certified Assistant Behavior Analysts to implement individualized treatment plans
- Collect data and graph data as instructed using technological programs, such as Microsoft Excel or behavioral software (e.g., ABPathfinder)
- Maintain respect and confidentiality for all clients
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
- Maintain and protect the well-being of all clients during treatment sessions and when emergency crisis situations arise
- Other job duties as assigned by the BCBA or other administrator

Additional Job Requirements:

- Attend and successfully complete the following prior to beginning job (Failure to successfully complete these trainings can jeopardize the ability to be employed at the agency):
 - New staff orientation
 - (Crisis Intervention Training) program course offered by the agency and renew certification annually
 - First Aid/CPR/AED training provided by the agency and renew certifications as needed
 - Positive Behavior Intervention and Supports (PBIS) Training
 - HIPAA/HITECH/FERPA Training
 - Use of data collection and portfolio apps, such as ABPathfinder
 - A 40-hour training by our agency on Applied Behavior Analysis that is based upon the Behavior Analyst Certification Board's Registered Behavioral Technician Task List, successfully complete the Registered Behavioral Technician Competency Assessment, and pass the RBT examination to become a Registered Behavior Technician (RBT).
 - ***Other agency or state specific trainings as applicable.***

Salary/Hourly Rate: \$17.00 per hour. Full time staff are **salaried** at \$17.00 per hour x 40 hours per week.

Bridge Behavior Consulting is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. In addition to federal law requirements, Bridge Behavior Consulting complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Updated: 9/22/2023

APPLICATION FOR EMPLOYMENT

Thank you for your interest in joining our team at Bridge Behavior Consulting. Please review and complete this employment application in its entirety. Provide all information requested by printing in ink or typing. Also, please attach an updated **résumé or curriculum vitae (CV)** to this application.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Cell Phone () -
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position or Type of Employment Desired	Will Accept: <input type="checkbox"/> Per Diem <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Weekday
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

AVAILABILITY (This section can be removed if you are not doing in-home services).

Instructions: Please indicate below by putting an **X** in the columns designating the times that you are **available** to work. **Please indicate 1 hour blocks of time** at a minimum.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am – 8:30am					
8:30am – 9:00am					
9:00am – 9:30am					
9:30am – 10:00am					
10:00am – 10:30am					
10:30am – 11:00am					
11:00am – 11:30am					
11:30am – 12:00pm					
12:00pm – 12:30pm					
12:30pm – 1:00pm					
1:00pm – 1:30pm					
1:30pm – 2:00pm					
2:00pm – 2:30pm					
2:30pm – 3:00pm					

	Monday	Tuesday	Wednesday	Thursday	Friday
3:00pm – 3:30pm					
3:30pm – 4:00pm					
4:00pm – 4:30pm					
4:30pm – 5:00pm					
5:00pm – 5:30pm					
5:30pm – 6:00pm					
6:00pm – 6:30pm					
6:30pm – 7:00pm					

EDUCATION AND TRAINING

High School Graduate or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the highest grade completed:						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
Occupational License, Certificate or Registration		Number		Where Issued		Expiration Date
Occupational License, Certificate or Registration		Number		Where Issued		Expiration Date
Languages Read, Written or Spoken Fluently Other Than English						

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
--------------------------	----------------------	--------------------------

SPECIAL SKILLS AND ADDITIONAL CERTIFICATIONS HELD

--

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
Reason for Leaving		May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES (Include only individuals familiar with your work capabilities. Do not include relatives.)

Name	Address/Phone Numbers	Years Known/Relationship
1.		
2.		
3.		

APPLICANT'S CERTIFICATION AGREEMENT

1. I understand that I may submit a copy of my résumé or curriculum vitae (CV) and that by submitting a copy of my résumé/CV I understand that it will be used only as supporting and additional background information. A résumé/CV is not an authorized substitute for a completed employee application.
2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment.
3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information. I also release Bridge Behavior Consulting from all liability that may result from making background investigations.
4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

5. I agree, if I am offered and accept a position, to conform to all existing and future workplace rules, regulations, policies, and procedures of
6. I understand and agree that Bridge Behavior Consulting reserves the right to change any wage and hours of work, in its sole discretion, at any time as deemed necessary.
7. I understand the employment relationship will be At Will, meaning that either party can end the employment relationship at any time, and for any reason, or no reason with written notice.
8. I understand that I must submit to fingerprinting/background checks, drug testing, and/or medical testing as part of the process to determine my fitness for employment and hereby agree to submit to such testing. I authorize all persons, agencies, or other entities to release any information concerning my background or test results and hereby release from all liability any persons, agencies, or other entities supplying such information. I also release Bridge Behavior Consulting from all liability that may result from making such investigations. I understand that I must participate in fingerprinting/background checks, drug testing, and/or medical testing prior to being offered and accepting a position with
9. I understand that any employment offer is contingent upon my providing proof of identity and eligibility to work within the United States to conform with the provisions of the Immigration Reform and Control Act of 1986.
10. I understand that all programs developed as part of my job responsibilities and all materials that I am entitled to receiving as part of my employment are the property of Bridge Behavior Consulting and that I will not try to copy, use, publish, or replicate a program or any materials for personal use, business ventures, or with other businesses. I understand that if this occurs legal action will ensue against me for violating this term of my employment.

I have read and reviewed the information contained in this employment application, as well as the above-mentioned statements of agreement. By signing this employment application, I certify that I understand all of the information requested and that I have provided information that is truthful, complete, and accurate.

Printed Name of Applicant: _____

Signature of Applicant: _____ Date: ____ / ____ / ____

Bridge Behavior Consulting is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.
