**THE ARC OF JEFFERSON COUNTY JOB POSTING NOTICE**

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| **Job Title: Applied Behavior Analyst** | **Job Code: ABA** |
| **Department: Behavior Support** | **FLSA Status: Exempt** |
| **Reports to: Director of Behavior Support** | |
| **Work Schedule: Fulltime Day Mon-Fri- 7:30am-4:30pm, One 8 hour weekend shift per Month** | |

**Job Duties:**

* Research, develop, assist and supervise the implementation of Behavior Support Plans to reduce targeted/maladaptive behaviors as well as increase adaptive/appropriate skills
* Visit day programs and group homes on a weekly basis
  + Work one 8 hour weekend shift per month in order to monitor the progress of people served by the residential program. Time will be spent with staff on training and implementing Behavior Support Plans
* Report behavior, sleep, and side effects from psychotropic medications data monthly
* Evaluate plan effectiveness based on data
  + Complete progress notes and create graphic representation of this data, monthly
* Evaluate psychiatric medication effectiveness based on data
  + Complete progress notes and create graphic representation of this data, quarterly
* Train and assist Arc staff in responding to people served in various situations as needed
* Train staff on crisis prevention and intervention to ensure the safety, welfare, care, & security of all staff and people served
* Attend training as required
* Research and self-educate to increase knowledge and understanding of the field of Applied Behavior Analysis and best practices
* Facilitate improvement of communication with residential and day programs
  + Improve and maintain contact with the families of people served
* Complete documentation regularly and as needed (billing, clinical notes, etc)
* Complete Behavioral Functional Assessments and other functional assessments necessary for plan implementation as needed
* Assist monthly with psychiatric clinic
  + Provide information on specific people served
  + Assist the psychiatrist as needed in clinic
* Attend scheduled annual support team meetings, as well as any interim meetings/school meetings regarding behavioral concerns, change in placement, etc. for caseload
* Perform other duties as assigned

**Knowledge, Skills and Abilities Required**

* Master’s in Psychology or related field
* Board Certified Behavior Analyst (or seeking certification)
* Working knowledge and experience with Microsoft Office (Excel, Word, Outlook, etc)

**Physical Requirements**

* Position requires frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, crawling, speaking and listening
* Employee is occasionally required to sit
* Employee must frequently lift and/or move more than 50 pounds
* Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception

Apply online at www.arcofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

**EOE/M/F/Vet/Disabled**