

<b>Title: Clinical Director, BCBA</b>	<b>Reports To: Regional Vice President</b>
<b>Status: Full-time / Exempt</b>	<b>Department: Clinical, Operations</b>
<b>Location: Connecticut</b>	<b>Direct Report: BCBAs / Support Staff</b>

### **General Summary:**

Autism Care Partners' (ACP) clinical director is responsible for ensuring exceptional quality of clinical care consistent with the broader mission and clinical practices of ACP. The clinical director will work closely with the Regional Vice President (clinical), while additionally partnering with colleagues across operations, administration, and development. In addition to ABA service provision, this role will involve the establishment and collaboration of related services at ACP such as occupational therapy, speech therapy, social work, and physical therapy. Client and family needs are at the center of this role both directly and through the support of center staff. The Clinical Director is expected to foster a supportive and collaborative treatment and work environment. The Clinical Director will also have the opportunity partner across the ACP team, partner with key State advocates, payors, and State regulators to ensure ACP's operations and clinical services are exceptional. This role also offers the opportunity for a central office / clinic center from which the clinical director will be based.

### **Essential Duties and Responsibilities:**

- Clinical supervision of BCBA team
  - Be available for consultation for any clinical needs on any case
  - Ensure initial treatment plans and renewals are timely and appropriate
  - Ensure functional behavioral assessments and behavior intervention plans are completed and up to date for each client
  - Assist supervisors in the completion of functional behavior assessments as needed
  - Provide coverage when needed
- Conduct quality audits of BCBA documentation including treatment plans/renewals, session notes, and/or behavior plans
- Contribute to writing policies and procedures surrounding clinical procedures
- Sign incident reports and physical management forms
- Approve of each step (verbal, written, termination recommendation) in employee progressive discipline reports within the region
- Assist in conducting employee performance reviews
- Assist in supervising BCBA candidates who have enrolled in qualifying course work (5% of independent field work hours)
- Assist in conducting competency assessments and training assistance to BTs interested in pursuing an RBT certification who meet qualifying expectations
- Assist with conducting new client intakes and skills assessments (i.e., VB-MAPP, AFLS, ABLLS-R etc.) if needed
- Ensure appropriate clinical documentation is maintained across service providers
- Conduct group parent training sessions
- Attend ongoing trainings to maintain strong clinical and leadership skills

- Participate at ACP functions, conferences, parent trainings, schools, or other community events
- Oversee hiring of clinical and administrative teams
- Collaboration across professional services (ST, PT, OT, LCSWs) and paraprofessional staff; provide appropriate supervision to ensure delivery of effective scope of practice
- Partnering with ACP regional ops colleagues to engage in site/center operational efficiencies
- Remain informed on recent ABA developments that impact delivery or operations (both national and local market changes)
- Identifying and collaborating with payors, advocates, referral sources, and all other relevant market organizations as appropriate

### **Meeting Expectations**

- Frequently with Regional VP
- Participation in cross-departmental clinical and operational meetings
- Weekly case supervisor meetings and other staff meetings
- Other department or company-wide meetings as needed
- Exposure and partnership to executive colleagues

### **Minimum Qualifications**

- Education: (1) a master's or higher degree specifically in applied behavior analysis; or (2) a master's or higher degree in a related field acceptable to the department, including, but not limited to, psychology, education or other subject areas that address learning and behavioral change and completion of graduate level, credit bearing coursework in applied behavior analysis that leads to an advanced certificate in applied behavior analysis (3) 3+ years of supervisory experience with in Applied Behavior Analysis (4) 2+ years' experience supervising other BCBAs/LBAs. Licensures: License Behavior Analyst in CT, Board Certified Behavior Analyst (BCBA) and completion of BABC supervision certification
- Demonstrable management experience or expressed interest in management
- Interested and skilled in analytical and problem-solving
- Able to analyze data and statistics (will have support from ACP colleagues to partner on developing reporting dashboards, etc.)
- Interpersonal and presentation skills for interaction with all level of management and stakeholders

## **Specific Computer Skills**

### **Software**

- Microsoft Office
  - Windows
  - Excel proficiency
  - PowerPoint proficiency
- Internal EMR/Patient Management Systems (ReThink/Central Reach)

### **Hardware**

- N/A

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Senior Recruiter

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## **Disclaimer**

The preceding job description has been designed to indicate the general nature and level of work necessary to adequately execute the job responsibilities. 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.