

Assistant Program Director (APD) – ABA (Centers Based) \$82,000

RISE BEHAVIORAL HEALTH SERVICES LLC – West Springfield, MA

JOB DESCRIPTION

The Assistant Program Director is a hybrid position that provides direct clinical care as a Clinical Supervisor of ABA services while providing administrative support to other ABA staff, notably assisting the Program Director with the execution of their duties and furthering our company's clinical responsibilities and strategic objectives. Most billable hours for this position will be accrued within the Centers Program.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop, monitor and supervise ABA clinical staff, as directed and needed by the Program Director.
- Conduct regular internal substantive and performative audits on clinical and operational data.
- Assist other administrative staff in the compliance with third-party audits and compliance activities.
- Provide direct clinical services as required by departmental need.
- Ensure strict compliance with HIPAA and Privacy laws, and all Company policies and procedures.
- Assist in the onboarding administration of new clients and new clinical staff.

QUALIFICATIONS

Education/Certification/Licenses

- Master's Degree in Psychology or Applied Behavior Analysis, or closely related field.
- Board Certification as an Applied Behavior Analyst.

Skills and Experience

- 4+ years of clinical ABA experience with children, adolescents, and young adults.
- Experience complying with and/or creating detailed treatment plans, and executive strategies.

Core Competencies

- Must be a timely problem solver.
- Propensity to self-starting in career and skill development and inspiring this in others.
- Must have excellent time management skills and be able to communicate and instill this in others.
- Natural collaborator.
- Identify the need for and adapt to changes in strategies on a proactive basis as well as those responsive to direction from managerial staff.

ADDITIONAL REQUIREMENTS

- Valid driver's license is required.
- Must comply with COVID-19 vaccination requirements or receive an approved exemption.
- Must be able to safely lift at least 25 pounds.

BENEFITS

For full-time employees we offer:

- Health and Dental Insurance
- 401k Retirement Plan
- Sick Time
- Vacation Time
- Competitive Pay
- Paid Training
- Bi-Weekly Supervision
- Collaborative Working Environment
- Company Culture that promotes diversity and inclusion

Job Type: Full-time

Salary: \$82,000.00 per year

Rise Behavioral Health Services LLC is an Equal Opportunity Employer, we do not discriminate in employment based on race, color, gender, gender expression, gender identity, gender reassignment, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, pregnancy, parental/maternal status, military service, or other protected characteristics as defined by federal, state and local laws.