



Job title:	Registered Behavior Technician II	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Department:	Developmental Disabilities	Reports to:	Director of Developmental Disabilities
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Purpose of Position: In keeping with the Mission/Vision/Values of ComWell, the Registered Behavior Technician/Behavior Therapist (RBT) primary responsibility is to provide support to the individual, family/guardian and team to ensure the quality and effective implementation of all behavioral treatment.

Essential Duties and Responsibilities:

1. ComWell expects all staff to have a strong desire to provide an excellent customer experience; to comply with the rules and regulations of those organizations to which we are accountable; to have high ethical and professional standards of conduct; must possess the flexibility to work with clients at various stages in their personal growth; and to have an attitude of wanting to continuously improve their own performance as well as that of ComWell. This also includes consistently returning phone calls and e-mails within 24 hours and updating voicemail/out of office e-mail, as well as consistently using pleasant tone and having a helpful attitude.
2. Shows consideration for others, works cooperatively with any coworker; provides constructive feedback without undue criticism of others; displays appreciation of differences in approaches, personalities, and viewpoints of others. Works professionally, respectfully, positively and cooperatively within a team-based framework to promote ComWell’s commitment to client personal growth.
3. Supports the strategic goals and mission/vision/values of ComWell at all times when interacting with clients, co-workers and professionals from other organizations and presents a positive and professional demeanor.
4. Treats all clients and colleagues with dignity and respect, regardless of race, ethnicity, nationality, religion, sexual orientation, gender, or other legally protected status.
5. Completes job requirements with independent action and resourcefulness. Organizes time, effort, and use of resources to achieve desired outcomes. Takes initiative to prevent and resolve problems and offers recommendations for improving services and transforming ComWell into an organization that embraces excellent customer experience.
6. Have a thorough understanding on the impact of trauma on a person’s life. Understand the signs and symptoms of trauma in clients and families and be competent in delivering trauma informed interventions that lessen the symptoms associated with trauma while improving the quality of life for clients.
7. Have an awareness of and commitment to counselor self-care practices that prevent or lessen the impact of secondary traumatization with staff and self.
8. Participate in and recognize role in Performance and Quality Improvement (PQI) initiatives. Have general awareness on the importance of quality improvement throughout the organization. Identify opportunities for improvement through data, observation of operations or consultation with staff, residents, families or other stakeholders. Identification and input into opportunities for improvement is strongly encouraged.
9. Responsible for operating the program in a manner that protects and promotes the rights of individuals, reflects person centered planning and is reflective of person first language.
10. Demonstrates knowledge of behavioral principles and implements behavioral programming through mentorship with BCBA
11. Development of behavior intervention and support plans

12. Conducting functional assessments, with the supervision of BCBA.
13. Implement strategies to prevent and reduce the occurrence of maladaptive behavior in addition to facilitating the acquisition of replacement skills
14. Collaborating, communicating and assisting with the training of clients, parents and staff
15. Provide direct care to clients in a one-on-one or group therapy setting. Settings vary from community day services, family home, and CILA.
16. Collecting and recording data on client behavior.
17. Maintain accurate case notes and submit monthly billing.
18. Assist BCBA with development of department wide staff trainings.
19. Implement treatment for clients for whom ABA is medically necessary
20. Maintain ongoing documentation in which goals, progress toward functional goals, and medical necessity are clearly stated.
21. Work with other team members to integrate and ensure coordinated care between programs to the maximum extent possible when appropriate.
22. Perform related or other duties as assigned by director.
23. Maintain compliance with all ComWell policies and procedures.

Education and/or Work Experience Requirements:

1. Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
2. Excellent computer proficiency (MS Office – Word, Excel and Outlook).
3. Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
4. Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
5. Completion of 40 hour RBT training with passed RBT exam
6. Must have a Bachelors Degree
7. Maintain credentialing with DHS as level 2 behavior therapist
8. Maintain in good standing with the BACB as RBT
9. Fulfill supervision requirements with BCBA

Physical Requirements:

1. Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
2. Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
3. Must be able to occasionally lift and or move, push and or pull up to 50 lbs. or more, able to move frequently, required to stoop, kneel, crouch, bend.
4. Ability to pass DOT physical as required in order to transport clients as needed.

Direct Reports:

None

Approved by:

Date Approved: December 2023

Accepted by:

Date Received:

New:

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Supersedes: