



Childhood Autism Treatment Team

Position Title: Autism Behavioral Coach

Supervisor: Autism Specialist

Job Description:

Each ABC is responsible for carrying out all treatment goals and programs designed for each child. All programs are ABA (Applied Behavior Analysis)-based, meaning that each child is given a task to accomplish while being reinforced in a positive way to stimulate encouraging & continued learning. Responsibilities include implementing current programs as trained, completing written documentation for all programs accomplished in each session, writing detailed session logs highlighting the challenges and successes of each session, and filling out time sheets.

Essential Duties & Responsibilities:

- ◆ Responsible for carrying out programming and treatment goals determined by the treatment team
- ◆ Each ABC is part of the treatment team and therefore responsible for open communication with all team members on concerns, challenges, and successful interventions; ABC's are required to attend team meetings, which are mandatory
- ◆ If the ABC has questions or concerns, he/she should contact the Autism Specialist or Psychologist, not the family
- ◆ Confidentiality and boundaries with family & treatment team must be respected at all times
- ◆ ABC's are required to show up for scheduled sessions. If ABC is unable to work his/her scheduled time, 24 hour notice is required (unless session is missed due to illness or inclement weather). Each therapist is responsible for contacting team members to fill in for the missed session, as well as informing the family and the Autism Specialist
- ◆ In the event of illness, a doctor's excuse is required for more than 3 sick days
- ◆ ABC's are required to read all notes & session logs at the start of each session
- ◆ Each program must be completed at least one time per day and must be completed prior to any extracurricular activities (games, dress-up, imaginative play, music, etc)
- ◆ All programs and sessions logs must be documented upon completion of session

Qualifications:

- ◆ College experience preferred; High school diploma required
- ◆ Reliable transportation required
- ◆ Background check required.
- ◆ Ability to work as a team member is required
- ◆ ABC must be energetic, patient, understanding and flexible

Infringement of any of the duties & responsibilities may result in warning or termination