



Dr. Colleen Ryan, PhD  
Licensed Clinical Psychologist  
Autism Spectrum Disorders Specialist

Childhood Autism Treatment Team  
P.O. Box 192, 106 Main St  
Palmyra WI 53156  
[www.chattautism.com](http://www.chattautism.com)

**262-370-7744 (Scheduling)**

**262-370-5527 (Billing)**

**262-495-8689 (Fax)**

---

### **Senior Autism Specialist Job Description.**

**Description:** If you have at least 2,000 hours working as a Line Staff implementing programs based on ABA principles and have at least a Bachelor's degree in Psychology, Special Education, Human Services, or related field then you are eligible for a Senior Autism Specialist position.

Senior Autism Specialists are responsible for running autism treatment programs in the client's home, progressing programs and training line workers.

#### **Duties:**

- Developing client specific therapeutic treatment plans based on appropriate assessments and developmental guidelines.
- Completing appropriate assessments and updating treatment plans.
- Developing programming: creating new programs, moving targets forward, making procedural changes if needed, preparing program materials etc.
- Coordinating the collection, summarization, and analysis of data related to individual program goals and behavioral plans.
- Supervising behavioral coaches in the implementation of programs and behavioral intervention procedures.
- Consulting with behavior coaches, care givers, and supervisors to ensure that programming is adequate to meet the needs of the client.
- Participating in team meetings to discuss case progress, address line staff and care giver concerns, review individual program plans, and recommend revisions as necessary.
- Consulting with supervisory staff to ensure the provision of effective and efficient service delivery.
- Communicating with parents, guardians, or other caregivers concerning behavioral and educational programming.

- Provide initial and ongoing training for behavioral coaches
- Ensuring orientation of new staff to the policies and procedures of the company.
- Maintaining strict confidentiality of clients

**Qualifications:**

**Education:**

- A Bachelor's Degree in a human services discipline and at least 2,000 hours of training or supervised experience in the use of behaviorally based therapy models consistent with best practice and research on effectiveness for children with autism spectrum disorders who meet all criteria to receive this service,

OR

- A Board Certified Assistant Behavior Analyst (BCaBA) with a minimum of 400 hours of hands-on training in providing ABA services directly to children and/or adults with autism under the supervision of a Board Certified Behavior Analyst who has at least two years of experience in ABA programming for individuals with autism,

OR

- Legal authorization to perform psychotherapy, with a Master's Degree in one of the behavioral sciences who has at least 400 hours of training or supervised experience in the use of behaviorally-based therapy models consistent with best practice and research on effectiveness for children with autism spectrum disorders, in addition to, or as part of their 3,000 hours of training/supervision; and have sufficient written evidence of training and/or education in the method of evidence-based therapy being delivered, prior to the provision of services.

**Experience:**

- See above education/experience requirements.
- Must have experience working with children and adolescents, utilizing ABA therapies.
- A solid understanding of autism and behavioral principles.
- Experience utilizing applied behavior analytic strategies to modify behavior.
- Experience with functional behavior assessments and writing behavior support plans.

**Skills and Competencies:**

- Natural ability to interact with children, with the ability to work with a variety of children on the autism spectrum, at different functioning levels.
- Must display energy and creativity.
- Critical thinking skills, with strong analytical abilities.

- Strong work ethic, with the ability to meet scheduling commitments.
- Strong leadership skills to include conflict resolution, coaching, and training.
- Excellent verbal, written and interpersonal communication skills, with the ability to build and maintain relationships. Must be able to communicate information and ideas by speaking in a way in which others will understand.
- Must be able to maintain confidentiality and abide by ethical guidelines and policies, including compliance with HIPAA laws and regulations. Maintain professional boundaries with clients and their families.
- Demonstrate the ability to successfully adapt and perform in an ever-changing, fast paced environment.
- Strong organizational and time management skills.
- Must be self-motivated and goal oriented.