



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Outreach Skills Trainer / RBT Job Description

Job Description for: Outreach Skills Trainer/RBT	Start Date: 2021
Reports to: Case Manager	Program: Outreach
Starting Wage Range: Skills Trainer - \$17-\$19/hour RBT-\$19-\$21/hour	Term/Classification: Year-Round, Part Time/Full Time/ Hourly, non-exempt

About Ascendigo: Ascendigo Autism Services is a 501(c)3 non-profit organization based in the Roaring Fork Valley near Aspen, Colorado. Founded in 2004 as a summer sports camp for children with autism, Ascendigo has expanded to offer year-round outdoor recreational options including summer and winter sports, a suite of community-based services for adults with autism, and behavior therapies for children with autism. Our goal is to integrate people with autism into community life, whether through outdoor recreation, assisting in basic life skills, finding compatible employment, or simply going out with friends to restaurants, museums, or concerts. Ascendigo takes full advantage of the unmatched natural facilities offered by Colorado's Rocky Mountains, as well as the area's charitable community spirit to open physical, experiential, and collaborative opportunities to individuals with autism. Currently, Ascendigo employs approximately 65 full- and part-time staff members with an additional 60-65 seasonal employees during the summer months.

Job Summary: Outreach RBT's (Registered Behavioral Therapists) support the program in improving the lives of individual clients through the application of Ascendigo's Natural Developmental Behavioral Intervention (NDBI) principles which includes the Early Start Denver Model, Applied Behavior Analysis (ABA), and developmental principles based on the Ascendigo Way Curriculum. RBT's provide services to clients age 9 months to 17 years old using NDBI and other competencies as directed by Outreach management and clinical services oversight.

Essential Job Functions:

- Work directly with clients who may have challenging behaviors that have occurred in the past 6 months
- Follow plans and written programs by BCBA, clinical team and approved consultants and implements behavior and treatment plans
- Act as a teacher to clients
- Accompanies clients and teach client in skill acquisition, and behavior reduction in social, community, recreation, leisure, and other program settings
- Build positive rapport with clients
- Has instructional control with clients
- Collect data on all of client's goal areas and data points throughout a session
- Work positively as a team with all Ascendigo staff members
- Attend client and staff meetings and trainings as necessary
- Communicate with caregivers and staff effectively

Expectations: All new hires will need to finish their coursework and testing requirements to become a certified RBT within the first month of hire and before being unsupervised with a client. RBT's will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment

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and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Physical Requirements/Equipment Used: Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, able to accompany residents on some exercise and recreational activities. Applicants are required to have and use their own smart phone for work duties. Ascendigo provides a monthly cell phone stipend for this use.

Qualifications:

Minimum of one-year previous experience needed. CPR/First Aid, Safety Care, Skills Trainers Orientation, RBT Coursework and Competency completion within the first month, and clinical approval for direct care as a Skills trainer by Ascendigo BCBA.

- Knowledge of the field of autism as it pertains to minors.
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Be organized and exhibit "follow through" on tasks and goals.
- Strong interpersonal skills, the ability to collaborate with colleagues.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities and meet deadlines.
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends and extended hours for meetings and events may be required.
- Access to a vehicle for travel throughout local community.
- Follow the policies and procedures of the organization.

In addition:

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record (i.e – no major motor vehicle violations within the last 5 years)
- Must successfully complete required training.
- Must provide a current CPR/First Aid certification.
- Must obtain certifications or successful training completion for crisis management and medication administration. In addition to Registered Behavior Technician (RBT) classes.
- Should have at least a high school diploma.

- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Must have flexibility to travel for occasional professional development and resident activities.
- Must have a cell phone that can receive texts and phone calls
- Must arrive to work on time
- Engages in appropriate behavior with clients at and outside of work, a
- Conducts appropriate interactions with supervisors & managers,
- Attends trainings, and meetings,
- Checks work emails daily
- May be asked to help with other Ascendigo programs as needed.

Personal Characteristics: Should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, should:

- **Show maturity, responsibility, and dependability** and follow through on tasks with modest supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of clients and the privacy of residents and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist. Receptive to feedback.
- **Behave ethically:** understand ethical behavior and business practices and ensure that their own behaviors is consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally.
- **Communicate effectively:** speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality care.
- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively inspire others to achieve results that are in the best interest of Ascendigo.
- **Make decisions:** assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- **Organize:** set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.
- **Be Flexible:** our work often requires a level of flexibility based on the needs and goals of our clients.
- **Express a Willingness to Learn:** we are all Leaders and are learning every day, and we welcome all applicants who wish to learn and grow with us.