



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Behavior Consultant - Job Description

Description for: Behavior Consultant (BCBA)	Effective Date: 2022
Reports to: Clinical Supervisor	Section: Life Enrichment
Classification: Independent Contractor	Term: Year-round, up to 30 hours/week
Starting Wage: \$55/hour	

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder (ASD) through outdoor/sports education, employment, adventure camps, community integration and an array of behavioral health services. We are headquartered in the heart of the Roaring Fork Valley (Carbondale, CO) and provide programming to over 200 individuals with autism of all ages from Aspen to Rifle. Currently, Ascendigo employs approximately 55 full- and part-time year-round staff members and approximately 30 additional employees during our seasonal summer camp programming. In 2019, Ascendigo celebrated its 15th anniversary as one of the premier nonprofits in the Aspen community and was named “Nonprofit of the Year” by the Carbondale Chamber of Commerce for not only our programming and service to our community but also for how we compensate our employees through competitive wages and benefits while also creating a great culture based around our Mission: *To Elevate the Spectrum by Empowering People, Inspiring Lives, and Shattering Expectations.*

Job Summary: The Life Enrichment BCBA will be responsible for providing continuous training, supervision, and consultation to support the adults in Ascendigo’s Life Enrichment program.

Essential Job Functions:

1. Provide up to 30 hours of service each week.
2. Effectively train teams of staff and caregivers across multiple natural settings, using our train-the-trainer model.
3. Work with each client’s team during the intake and onboarding process, to develop meaningful goals and targets, and to assess behavior.
4. Conduct initial and ongoing behavioral assessments.
5. Develop treatment plans: skill acquisition, and behavior reduction plans.
6. Develop methods for data collection for each target.
7. Submit updated treatment plans, progress reports, and other client documentation in a timely manner.
8. Trains behavioral team in behavior protocols and other procedures targeting treatment plan skills and objectives.
9. Support each client’s team with management of challenging behaviors in natural settings.
10. Provide regular supervision and consultation on all aspects of services, including supports, skill acquisition goals, behavior management, data collection, and procedural integrity.
11. Use data to facilitate team meetings, and continually evaluate progress on the case, staff competency, and client care and meets regularly with Outreach BCBA’s to discuss procedural integrity, and treatment progress.

12. Support Life Enrichment’s Clinical Supervisor with the dissemination of the Ascendigo Curriculum and Way.
13. Attend weekly clinical leadership meetings.
14. Periodically attend and present at company trainings.
15. Engage in professional behaviors continuously: communicate appropriately, effectively, and clearly with colleagues and clients.
16. Attend quarterly team meetings with each client, to ensure comprehensive dissemination of clinical information to staff and families.
17. Weekly update meetings with the Clinical Supervisor.
18. Ensure contracts and billable hours are completed in accordance with funding sources and designated amounts.

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients at and outside of work, appropriate interactions with supervisors & managers, attends trainings, and meetings. Is up to date on all program changes and modifications. May be asked to help with other Ascendigo programs as needed. Could serve as House Host if desired. *(See Housing Opportunity description below.)*

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
- Able and willing to learn new technologies related to disabilities
- Able to accompany residents in all exercise and recreational activities.
- Applicants are required to have and use their own computer and smart phone for work duties.
- Must have flexibility to travel for occasional professional development and resident activities.
- Must be willing to commit to a client for a 3-month period
- ALL ASCENDIGO EMPLOYEES WHO WORK DIRECTLY WITH CLIENTS MUST BE FULLY VACCINATED AGAINST COVID-19 AND PROVIDE PROOF.

Qualifications: Candidates must have experience working with training and supervising groups and/or teams, and managing challenging, unsafe behaviors in natural settings.

- A Master’s degree with a certification in Behavior Analysis is required.
- Consultation experience preferred.
- Strong leadership and teaching skills.
- In-depth knowledge of Behavior Analysis in natural settings.
- Excellent communication and listening skills.
- Working knowledge of state regulations pertaining to support for individuals with IDD.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Strong interpersonal skills, the ability to supervise and motivate colleagues.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities, delegate, and meet deadlines.
- Must be a team player.

- Ability to periodically work flexible hours, including evenings, weekends and extended hours for meetings and events.
- 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.
- Must have a clean background check with no felonies or flags
- Must successfully complete required training, including but not limited to training specific to caring for Ascendigo clients and mandatory reporting training.
- Understands that some households may be under security surveillance that may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Must be able to travel for occasional professional development and resident activities.

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, the successful candidate should:

- **Show maturity, responsibility, dependability** and the ability to follow through on tasks
- **Be diplomatic and discrete:** commitment to maintain strict confidentiality and respect the privacy of residents and their families
- **Be proactive:** taking the initiative, willing to pitch in to assist with organizational projects
- **Behave ethically:** understand ethical behavior and business practices, and ensure that own behavior and the behavior of others in Residential 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, to achieve Residential goals
- **Communicate effectively:** speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Creativity/Innovation:** develop new and unique ways to improve operations of the Team 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 influence 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 work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Plan:** determine strategies to move forward, set goals, create, and implement actions plans, and evaluate the process and results; and
- **Solve problems:** assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve the problem.