



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

BCBA Candidate - Job Description

Description for: BCBA Candidate	Effective Date: Immediately 2022
Reports to: BCBA	Section: Life Enrichment
Starting Wage Range: \$55-\$60,000/year	Classification: Year-round, full-time, Salary, Exempt

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. Ascendigo is celebrating its 17th anniversary as one of the premier nonprofits in the Roaring Fork Valley and was named "Nonprofit of the Year" in 2019 by the Carbondale Chamber of Commerce for not only our programming and service to our community but also for how we treat our employees and the benefits we offer them.

Job Summary: The Life Enrichment BCBA Candidate will be responsible for assisting with continuous training, supervision, and consultation in Ascendigo's Life Enrichment Program (adults) and Outreach Program (youth). This person must be actively pursuing their BCBA certification and/or be within their first year of being certified.

Essential Job Functions:

Under the supervision of a BCBA:

1. Assist the BCBA during the client intake and onboarding process to develop meaningful goals and targets, and to assess behavior.
2. Assist with conducting initial and ongoing behavioral assessments.
3. Develop skill acquisition, and behavior reduction goals and interventions.
4. Effectively train teams of staff and caregivers across multiple natural settings, using our "train-the-trainer" model.
5. Support each client's team with management of challenging behaviors in natural settings.
6. Train teams in behavior protocols and other procedures targeting treatment plan skills and objectives.
7. Use data to facilitate team meetings, and continually evaluate progress on cases, staff competency, and client care.
8. Meets with Outreach BCBA's to discuss procedural integrity, and treatment progress as needed.
9. Provide regular supervision and consultation on all aspects of services, including supports, skill acquisition goals, behavior management, data collection, and procedural integrity.
10. Support Life Enrichment's Clinical Supervisor with the dissemination of the Ascendigo Curriculum, Ascendigo Way, and our Policies and Procedures.
11. Attend weekly clinical leadership meetings.
12. Periodically attend and present at company trainings.

13. Engage in professional behaviors continually: communicate appropriately, effectively, and clearly with colleagues, clients, community members and parents.
14. Attend quarterly team meetings with each client, to ensure comprehensive dissemination of clinical information to staff and families.
15. Weekly supervision meetings with the BCBA.
16. Ensure contracts and billable hours are completed in accordance with funding sources and designated amounts.
17. Act as a role model and be an example for entering accurate notes, billing and data in a timely manner.

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: Equipment used may include computers, software, mobile devices, specialized client and home technology. Job may require bending, lifting heavy objects (<25 pounds), carrying objects, climbing stairs, driving, pushing/pulling, reaching, sitting at a desk, moving furniture, bending, kneeling, stooping, reaching, and overhead reaching, as well as physical client prompts and manipulation for skill building or for safety.

All Ascendigo Employees who work directly with clients must be vaccinated for Covid-19

Qualifications: BCBA 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 is preferred. *Candidates pursuing their BCBA is required.*
- Strong leadership and teaching skills.
- Excellent communication and listening skills.
- 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 meet our background check requirements and not be flagged in any state databases.

- 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 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
- Is 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 with modest supervision;
- **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 Residential 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 and/or resolve the problem.