

Are you looking for a unique opportunity to build a successful ABA center in Central Michigan?

MMI is committed to creating inclusive communities and meaningful connections through employment and training. With this mission, we are looking for an individual with experience to help build and lead our ABA program. The BCBA/QBHP is responsible for providing oversight for the participants who receive ABA services. The BCBA/QBHP or BCBA will report to the assigned Director or BCBA.

RESPONSIBILITIES:

1. Participate in the selection and orientation of new employees.
2. Trains and monitors Behavior Technicians and family members on implementation of approved programs, data collection, and interaction with children and families.
3. Responsible for ongoing individual program oversight and conducts weekly supervision meetings with Behavior Technicians
4. Provide the initial and ongoing training and support to employees to assist with their professional development. Assure assigned staff meet training requirements established by funding sources and CARF standards.
5. Assure recipients' rights and confidentiality are protected and reporting procedures are followed in accordance with agency policy and the Michigan Mental Health Code.
6. Schedule staff effectively and assures proper implementation of educational and clinical behavior programs and plans.
7. Complete thorough performance reviews and issue disciplinary actions within expected timeframes.
8. Assume responsibility for the health and safety of person served, staff and self by assuring that safety needs are addressed through appropriate training and monitoring. Assure staff and person served adhere to established safety procedure and practices.
9. Ensures appropriate behavioral data systems are implements such that quantifiable behavioral data is collected at regular interval to allow for the continual evaluation of behavior plans and the achievement of individual goals and objectives.
10. Evaluates and asses those referred for autism services using ABA methods and interventions, Functional Behavior Assessments, and other approved assessment instruments such as VB-MAPP, ABBLS, and AFLS.
11. Assures treatment plans will include measurable, achievable, and realistic goals for improvements.
12. Assure staff understand and are given opportunities for feedback regarding agency policies and procedures, outcome measurement objectives, CARF, and funding source standards.
13. Assure that program materials are available and maintained as needed.
14. Build positive community relationships and develop activities that maximize opportunities for learning and inclusion.

15. Facilitate community access by coordinating a range of transportation during services and necessary transportation to and from the center if needed.
16. Conduct a daily review of incident reports for the program and assure prompt resolution of problems. Assure Critical Incident forms are completed as required.
17. Coordinate departmental tracking and attendance records for persons served and payroll records for staff; assure accurate completion and timely submission to the Accounting Office. At the beginning of each month assure that the Medicaid report is completed in a timely and accurate manner reporting all corrections to the Accounting Office.
18. Use technology to support efficient billing, documentation, payroll, correspondence, and other processes.
19. Assure financial stability of the department by comparing financial performance of the program to budget projections. Develop and implement corrective action as needed.
20. Assist in the annual budget preparation process, and review profitability of the program, taking the appropriate actions to correct deficiencies.
21. Maximize achievement of program outcome goals to ensure high levels of program quality and customer satisfaction.
22. Communicate positively, professionally, and effectively, with persons served, families, guardians, staff, and other stakeholders.
23. Seek and share information about best practices, effective programs, or new and innovative service delivery methods with directors and other managers.
24. Prepare reports, forms, progress notes, and records in compliance with agency timelines, policies, and procedures.
25. Support the mission of the organization in other ways as assigned.

MINIMUM QUALIFICATIONS:

Experience/Education Required: Master's Degree in Applied Behavior Analysis, Psychology, Education, or a related field. Must have current certification as a BCBA, BCaBA or QBHP through the BACB. Must have a current license with the State of Michigan to be eligible to apply. Minimum of one year experience working with individuals with an autism diagnosis. Strong knowledge of behavior analytic therapies and experience in delivering these services. Ability to effectively train and supervise Behavior Technicians. Must have excellent writing and communication skills and be highly organized with the ability to multi-task.

Skills Required: Must be able to communicate effectively with management, staff, persons receiving service and other customers. Excellent organizational and analytical skills are essential. Presenting oneself in a professional demeanor to all customers both internally and externally is needed along with computer literacy which includes the use of the Microsoft Word Suite. Must possess the ability to represent the agency in a positive manner while collaborating with community partners and creating new opportunities for inclusion.

PREFERRED QUALIFICATIONS:

A Master's degree in Applied Behavior Analysis. Five years of experience in the development and implementation of person-centered treatment plans directly related to autism services. Ability to assure appropriate documentation is generated to support the ongoing need for the services as well as reimbursement for the services provided. Certification in relevant Department of Community Health training modules, including Recipient Rights and First Aid/CPR.