



Assistant Program Manager

Reports To: Program Manager

Job Classification: Management II

Hours: 40-43 Exempt

Main Role Directive

The primary directive of the assistant program manager role is to support the management and implementation of the treatment for the clients on their teaching team, under the supervision of their team's Program Manager (BCBA). The assistant program manager is also responsible for supporting the oversight of staff performance and documentation and serves as additional administrative support for their teaching team. An assistant program manager is also responsible for the completion of tasks issued by the Reach High's clinical management team and tasks that support day to day clinical operations.

Clinical Duties

Administer and Support Client Assessments under BCBA Supervision

1. Administer and conduct annual VINELAND-3 assessments for each client on your Teaching Team using the company provided online tool.
2. Complete re-assessments of each assigned client every 6 months using Reach High approved assessment tools: PDDBI, PEAK, VB-MAPP, AFLS, ABLLS-R, EFL The Essential Eight.

Data Sheet Development and Protocol Management

1. Responsible for completing updates to Protocols and Data Sheets within Central Reach based on BCBA's protocol and data collection decisions for each client on your Teaching Team.
2. Responsible for auditing protocol instructions and datasheets within Central Reach for adherence to company policies and best practices regarding learning tree development and management.
3. Responsible for editing and revising Behavior Intervention Plans within Central Reach to meet the requirements and expectations set by the BCBA for all clients on your teaching team.
4. Responsible for ensuring adequate targets are available within Central Reach for RBTs to implement all active protocols, and skill acquisition programs.
5. Responsible for ensuring that all maladaptive behaviors or prioritized behaviors are pinned and available in Central Reach for each client on your teaching team.

Supervision of Treatment Implementation

1. Responsible for ensuring you are up to date on all treatment modifications and protocol requirements for each client on your teaching team.
2. Supervise protocol implementation with each RBT on your teaching team for at least 2 hours on a bi-weekly basis.
3. Complete RBT performance evaluations data tracking in Central Reach during each supervised session.
4. Review the completion of RBT supervision logs for each RBT on your teaching team on a weekly basis.
5. Responsible for direct observation and support for professional crisis management and high magnitude and novel maladaptive behaviors for clients on your teaching team, where possible.
6. Review client data for probable errors in the collection such as the unusual duration for behavior data, or unusual changes in the frequency of behaviors to confirm data accuracy and individual staff training opportunities.

Clinical Documentation Expectations

1. Review and audit at least one session note completed by each staff member on your teaching team on a weekly basis.
2. Review and audit at least one parent note completed by each staff member on your teaching team on a weekly basis.
3. Confirm complete schedule conversion for each staff member on your teaching team on a weekly basis.

4. Responsible for reviewing and signing for all client and staff incident reports and mid-day check-ins for clients on your teaching team.

Clinical Collaboration and Staff Training

1. Develop training content and activities for each monthly training session in collaboration with other assistant program managers based on BCBA's selection of topics and talking points.
2. Develop training materials required for the completion of each monthly training session including but not limited to, presentation slides, worksheets, videos, and other materials needed to conduct role-playing activities and practical exercises.

Administrative Duties**Administrative Documentation and Reporting**

1. Reports any unresolved staff issues or complaints to the supervisor within 24 hours of the incident or reportable offense.
2. Reports any client-related complaints, issues, or corrections to the supervisor within 24 hours of the incident or reportable offense.
3. Completes Incident Reporting (Staff and Client) using the practice management system within 1 hour of the incident occurrence.
4. Responsible for tracking and maintaining 5% supervision BACB requirement.
5. Complete and update the RBT supervision log for the current week by the end of the business day on Friday.
6. Responsible for notifying the supervisor at least 30 days prior to the RBT certification renewal deadline.

Workspace and Station Management

1. Ensure personal workspace remains in compliance with company workspace and office decorations guidelines as stated in the employee handbook.

Scheduling and Staff Management

1. Create and update all client appointments within Central Reach based on the BCBA's scheduling decisions.
2. Responsible for supervising the RBT's on your teaching team and holding them accountable to their duties and responsibilities as RBTs.
3. Understands and can implement designated procedures per each client's medical needs on your teaching team.
4. Aware of each client's relevant medical history and its impact on the client's treatment activities for all clients on your teaching team.
5. Responsible for conducting direct therapy implementation to cover staff shortages in the clinic.

Parent Interactions and Family Management

1. Attend and participate in at least 1 parent support meeting for each client on your teaching team on a quarterly basis.

Teaching Team Inventory & Expense Management

1. Responsible for verifying that requested or needed treatment items, specific to your teaching team, are not available in the clinic prior to purchasing new items.
2. Responsible for submitting all purchase receipts within 24 hours of approved purchases in adherence to company policies and procedures.
3. Must ensure purchases do not exceed the monthly Teaching Team expense budget.

BACB Ethical Code of Conduct

1. Responsible for staying current on all requirements and expectations of the RBT Ethics Code.
2. Responsible for adhering to all requirements and expectations of the RBT Ethics Code.

3. Responsible for documenting and notifying the company of any alleged violations or situations that are not aligned with the intended purpose and meaning of the RBT Ethics Code.

Assistant Program Manager Eligibility

Candidate with MA/MS in Applied Behavior Analysis:

1. Certified as a Registered Behavior Technician through the BACB for at least 1 year.
2. At least 1 year of experience implementing Applied Behavior Analysis under the supervision of a Board Certified Behavior Analyst.
3. Completed Masters Degree in Applied Behavior Analysis.

Candidate currently enrolled in MA/MS Applied Behavior Analysis program:

1. Certified as a Registered Behavior Technician through the BACB for at least 2 years.
2. At least 2 years of experience implementing Applied Behavior Analysis under the supervision of a Board Certified Behavior Analyst.
3. Completed at least 2 semesters/terms in Masters Degree program for Applied Behavior Analysis.

***** Must obtain Professional Crisis Management and CPR/ AED certification within 6 months of your start date.**

***** Must obtain BCBA/BCaBA certification within 1 year of meeting all testing requirements set by the BACB.**

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 25 pounds and also must often assist clients who weigh in excess of 100 pounds in standing up and sitting down.

Compensation Package:
Salary Range: \$41,600 - 42,640
Paid Time Off: 80 Hours (10 days)
Education & Development Breakdown

Educational/Development Type	Budgeted Amount (Units)
Professional Membership	50% of Membership Costs up to \$200/Year
Up to 1500 Hours of BCBA Supervision	Cost covered based on BCBA/BCaBA supervision contract for “Within Agency” supervision.

*** Compensation is subject to change based on the sole discretion of the company.

Our Mission:

“We believe we were put on this earth to **elevate** the quality of life, for our **people**, our **clients**, and our **field** by being better today than we were yesterday.”

I, _____, have read and understand the duties and responsibilities of the Assistant Program Manager role at Reach High. I confirm that I am able to perform the duties and responsibilities outlined in this document and agree to perform those duties with maximum integrity. I understand Reach High’s mission and I agree to uphold Reach High’s mission to the best of my ability as an Assistant Program Manager.
