

**Main Role Directive**

The primary directive of the Registered Behavior Technician is to provide the direct implementation of programs/protocols and to accurately input data within the clinical management system of the Teaching Team. The Registered Behavior Technician reports to their Teaching Team's Program Manager and is expected to follow the direction of their Assistant Program Manager in the absence of their Program Manager.

**Clinical Duties****Behavior Intervention Plan Implementation**

1. Able to define and identify all target behaviors per client's current Behavior Intervention Plan
2. Able to define and implement antecedent strategies per client's current Behavior Intervention Plan
3. Able to define and implement reactive strategies per client's current Behavior Intervention Plan
4. Able to define and implement replacement strategies per client's current Behavior Intervention Plan

**Skill Acquisition Plan Implementation**

1. Able to accurately implement current treatment goals per client's Skill Acquisition Plan
2. Able to define and implement prompting hierarchy
3. Accurate implementation of reinforcement principles per client's current Skill Acquisition Plan
4. Able to define and demonstrate appropriate error correction procedures
5. Able to define and implement reinforcement schedules per client's current Skill Acquisition Plan
6. Able to define and implement for generalization and maintenance per client's current Skill Acquisition Plan.

**Proper Implementation of Data Collection Methods**

1. Able to define, identify, and implement Data Collection Methods required per client's current Behavior Intervention Plan.
2. Able to define, identify, and implement Data Collection Methods required per client's current Skill Acquisition Plan.
3. Able to read and review graphs and data representation to identify prompt progression towards the client's current treatment plan goals.
4. Responsible for inputting and tracking treatment data within the clinical management system within 3 minutes of the trial/occurrence.
5. Complete all clinical notes and documentation prior to the end of your shift.

**Client Management**

1. Maintains organization of all client's clinical and personal items per company procedures.
2. Adheres to the client's schedule of programming activities (individual and group).
3. Maintains client's health, safety, and dignity while in your care.
4. Understands and can implement designated procedures per client's medical needs.
5. Aware of the client's relevant medical history and its impact on the client's treatment activities.

**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 therapy rooms remain in compliance with all Therapy Room Policies.
2. Clean up public workspaces and stations immediately after use with all clients during sessions.
3. Ensure routine client involvement in workplace and facility upkeep per client's skills and abilities.
4. Performs cleaning and organizational duties to completion as defined by the associated company procedures.

**Parent Interactions and Family Management**

1. Complete and share a therapy summary document ("Parent Note") for parent/caregiver review prior to the end of your shift using the clinical management system.
2. Redirect parent communications to your Program Manager.
3. Refrain from developing or conducting outside contact and communication with clients and parents you provide the direct implementation of ABA services.
4. Report any unavoidable outside contact with clients and parents within 24 hours of the occurrence.

**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.

**Registered Behavior Technician Eligibility**

1. Successful Completion of Reach High Credentialing Process
  - a. Valid and clean RBT Certification
  - b. NPI Enrollment (Up-to-Date)
  - c. Valid CPR/First-Aid Certification
2. Completed Enrollment with applicable Reach High Insurance Payers (Based on Location)
  - a. IHCP - Medicaid
  - b. Tricare

**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

**Total Hourly Rate:** \$15.00 - \$18.00/Hour

### Qualifiers Impacting Hourly Rate:

- Education Qualifier
- RBT Experience Qualifier
- Certification Qualifier

### Education & Development Breakdown

Educational/Development Type	Budgeted Amount (Units)
RBT Course Sequence & Training Materials	Based on Reach High's current training contract with the provider
Professional Certification/Recertification Costs <ul style="list-style-type: none"> <li>● RBT Certification</li> <li>● Professional Crisis Management</li> <li>● CPR/First-Aid Certification</li> </ul>	Mandatory Training Materials, Examination and Application Fees *** We do not cover late fees.

### 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 Registered Behavior Technician 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 a Registered Behavior Technician.

\_\_\_\_\_

\_\_\_\_\_