



Board Certified Behavior Analyst

Department: Clinical Services

Date Most Recent Update: July 21, 2025

GENERAL DESCRIPTION OF POSITION:

Reporting directly to the Director of Clinical Services, the Board-Certified Behavior Analyst (BCBA) provides Behavior Support Services, skill building, behavior, and clinical direction for treatment of people supported by Richcroft and other agencies. The BCBA works with an inter-disciplinary team to ensure the implementation of comprehensive treatment plans that integrate biological, medical, psychiatric, psychological, behavioral, neurological, intellectual, educational, and emotional components specific to each person's needs. The BCBA uses evidence based and best practices and ensures compliance with agency and state requirements.

PRIMARY JOB FUNCTIONS:

- Provides Behavior Support Services including billing to Richcroft and outside agencies.
- Collaborates with other departments/agencies to ensure proper training of managers and staff to implement behavior plans as required, including timely and effective data collection.
- Conducts clinical assessments including functional behavior assessments, verbal behavior, preference assessments, and skill assessments.
- Develops, revises, and updates behavior support plans annually, and as needed, to include skill development, trauma impact, and changing socially significant challenging behavior.
- Designs and maintains systems that assist with clinical interventions, including defining structure and responsibilities of the clinical team members.
- Provides clinical consultation both internally and externally as applicable.
- Ensures behavioral documentation complies with state and funding agency regulations and requirements.
- Writes monthly progress notes with graphs.
- Ensures data is provided to the psychiatrist to make informed and educated decisions regarding psychotropic medication.
- Delegates assignments to ensure the most effective completion of tasks and assumes responsibility for the outcome.
- Provide and oversee procedural integrity of behavior support plan implementation.
- Implements risk/benefit analysis of restrictive practices to write fade plans.
- Works collaboratively with the Quality department, and other agency stakeholders and committees.
- Supervises clinical team members.
- All other duties as assigned.

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Qualifications:

- Current certification, in good standing, as a Board-Certified Behavior Analyst with the BACB.
- Experience working with people with intellectual disabilities, developmental disabilities, and mental health diagnoses.
- Access to reliable transportation.
- Valid Driver's License and satisfactory driving record, with no more than 3 points.

SKILLS:

- In- depth working knowledge of Microsoft Office Suite (Excel, PowerPoint, Word, Outlook)
- Strong leadership skills with a dedication to driving and achieving results.
- Excellent analytical, problem-solving, and decision-making skills.
- Excellent verbal and written communication skills including presentation skills and strong interpersonal skills.

NOTE: At the discretion of the Director of HR and CEO, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.

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