

PSW
194 W. Poplar Porterville Ca. 93257

OPEN to the Public - January 31, 2025

Job Opportunity

Re-Posting Date:	1/13/2025	Internal Application Deadline:	
Position:	Board Certified Behavior Analyst - BCBA	Departments:	BMGT / BMOD/ LSC
Grade:	6	Annual salary:	\$95,000.00 - \$110,000.00.
Status:	Regular - Full time (Exempt)		
Job Summary:	Seeking a strong leader to manage team and provide therapy services to individuals with intellectual/ developmental disabilities for PSW. Facilitate employee training as it relates to promoting independence, behavioral interventions and treatment plans. Be able to train Registered Behavior Technicians (RBT's), complete evaluations, develop behavior plans, complete observations and data collection. Strong assessment and documentation skills. Excellent interpersonal and written/verbal communications skills. Great initiative; a Self-starter with creative mind, highly organized, able to multi-task and work independently, High work ethic and self-accountability, Team player. Must be able to exercise sound judgment, organization and skills/experience in directing the supervision of others. Wages commensurate with experience/education		
Supervision Received:	Works under the general supervision of the Director of Program Services		
Supervision Exercised:	Supervise the Program Coordinators, Life Skills Coaches, & Administrative Assistant as assigned.		
Education:	Master's Degree Required, BCBA License/ Certification Required. Accredited High school diploma/ GED required.		
Special Skills & Knowledge:	<ol style="list-style-type: none"> 1. Must be well organized, demonstrate sound judgment and initiative. 2. Must be able to use imagination, ingenuity, and creativity in developing, supervising and evaluating programs and services. 3. Must be able to use imagination, ingenuity, and creativity in developing, supervising and evaluating programs and services. 4. Must have successfully completed courses in Adult CPR/AED (90 days of hire.) 		
Other Requirements	<ul style="list-style-type: none"> • DOJ & FBI Fingerprinting/Live scan Clearance • Clean DMV/Class "C" license (must be 21 years of age) 		
<p>Send Internal Applications to the Human Resources Department</p> <p>All PSW internal applicants must have an "usually meets" rating on current and/or immediately preceding year's annual evaluation to be eligible to apply. PSW is an Equal Opportunity Employer</p> <p><i>Public applications are completed on site between 8:00 a.m.-3:00 p.m. PSW-HR located at 194 W. Poplar Ave</i> Send resumes to Careers@pswcares.org</p>			

For further information, please contact: 559-784-1399
Olivia "BO" Ortiz ext. 1007 or Cheryl Haugen ext. 1015

PSW
Job Description

Job Title: Board Certified Behavior Analyst - BCBA BMGT/BMOD

Job Summary: Manage the provision of therapy services to individuals with intellectual/ developmental disabilities. Facilitate employee training as it relates to promoting independence, behavioral interventions and treatment plans. Train Registered Behavior Technicians (RBT's), complete evaluations, develop behavior plans, complete observations and data collection. Strong assessment & documentation skills. Must be able to exercise sound judgment, initiative, organization. Skill/experience in directing the supervision of others. Plan, organize, and manage all rehabilitation aspects of programs assigned including fiscal, supervision and development; communication and coordination with interagency departments; coordinate intake and discharge procedures with referral agencies, individuals served, families, and employees. Act as program liaison to referral and other community agencies.

Salary Grade: Grade 6

Supervision Received: Work under the general supervision of the Director of Program Services.

Supervision Exercised: Supervise Program Coordinators, Life Skills Coaches, Registered Behavior Technicians (RBT's) as assigned.

Education & Experience Required: Master's Degree. Board Certified Behavior Analyst. Three years' experience as a BCBA. Strong assessment and documentation skills in Rehabilitation, Special Education or related human services field from an accredited national or regional agency, college or university.

Special Skills & Knowledge Required:

1. Must be able to use imagination, ingenuity, and creativity in developing, supervising and evaluating programs and services.
2. Must be able to maintain good public relations with other professionals in the community.
3. Must be well organized, demonstrate sound judgment and initiative.
4. Must have successfully completed courses in Standard Red Cross First Aid and Cardiopulmonary Resuscitation within 90 days of date of hire.

**Job
Essential
Elements:**

1. Must be able to pass a pre-employment drug screen, physical and criminal records check.
2. Must be at least 21 years of age.
3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business.
4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions.
5. Must be able to use proper two person lifting techniques.
6. Must work cooperatively with co-workers, individual, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.
7. Must be at designated work site when scheduled unless otherwise excused by supervisor.
8. Must demonstrate punctuality in the performance of all job duties.
9. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
10. Must be able to provide constant and direct care and services to the individuals served.
11. Ability to respond effectively and have strength and agility to assist with individuals served who have mobility, behaviors, and/or physical limitations.
12. Observe all PSW departmental policies and procedures
13. Must be able to multi-task.
14. Must be able to complete all other duties as assigned.
15. Must be able to provide instruction and training using verbal communication, hands on demonstration, and modeling.

Job Duties:

1. Facilitate employee training as it related to promoting independence, behavioral interventions and treatment plans.
2. Be able to train Registered Behavior Technicians (RBT).
3. Guide and supervise employees in matters pertaining to all programs and activities.
4. Develop and maintain rapport with referring agencies, parents/residential service specialist, and community resources.
5. Coordinate admission of new individuals served with the appropriate employees.
6. Provide direct training to individuals served as necessary to fulfill program needs.
7. Complete observation, evaluation, and assessment of individuals.
8. Collect and assess data on ongoing basis.

9. Attend/coordinate meetings as required.
10. Maintain ongoing accurate information flow to Director of Program Services.
11. Investigate new training methods and materials.
12. Maintain adequacy, accuracy, and punctuality in internal and external records.
13. Review all Behavior Incident and Accident Reports and route to the appropriate case manager.
14. Coordinate the collection of follow-up data; analyze follow-up data; and write report.
15. Review each policy and/or procedure annually and make updates as needed.
16. Monitor all assigned Programs' Revenue/Expense Reports and make appropriate arrangements to maintain budgets.
17. Compile and analyze Program Evaluation information on each assigned Program and make reports to the Director of Program.
18. Act as conduit for information and coordinate projects that involve any of the assigned Programs and other departments within the agency.
19. Ensure that program practices and procedures are in accordance with DDS and state licensing requirements.
20. Provide direct supervision of PCs and Administrative Assistant.
21. Oversee maintenance of facility, grounds, and vehicles.
22. Develop and revise program design.
23. Performs all other assigned duties.