



PRECIOUS TIME

Position Description

Title:	BCBA Part-Time – 20 hours a week (up to 6 clients) Full-Time – 40 hours a week (up to 12 clients)
Title of Immediate Supervisor:	Center Director
FLSA Status	Nonexempt
Salary:	\$28.85 hourly

PURPOSE STATEMENT: Support implementation and integration of evidence-based practices to promote social, physical and intellectual growth of children with autism within an inclusive preschool setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES The list of duties and responsibilities are not listed by importance or priority. Other duties may be assigned.

A. Collaborate with Director to provide leadership and oversight to ensure program excellence.

- Comply with licensing regulations as determined by the licensing body for assigned site.
- Manage clinical and programmatic projects as needed.
- Maintain understanding of Behavioral Health insurance regulations and requirements.
- Attend regular meetings with the leadership team
- Responsible for initial and ongoing training of all staff assigned to caseload
- Lead the program aspects of the intake process (e.g. assessment, insurance authorization, program preparation)
- Complete and adhere to physical training management protocol.
- Contribute to the development and evaluation of center procedures and policies.
- Act as technical supervisor to all staff on assigned caseload and provide credential-based supervision as needed.

B. Direct and oversee all client programs at assigned behavioral health service sites.

- Provide clinical/technical supervision as needed.
- Provide service coordination and support to families



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- Attend related service meetings as needed such as speech/language pathology (SLP), occupational therapy (OT) and physical therapy (PT).
- Lead all parent meetings and parent communications, including home visits and conferences as requested.
- Provide a progress report and meet with family at least once every quarter.
- Develop client programs and oversee progress.

C. The Behavior Analyst is responsible for providing necessary direct behavioral health services as needed and specified on insurance authorizations.

- Documents services delivered as specified
- Adheres to insurance authorization and treatment plan timelines.
- Delivers and oversees services as outlined in client treatment plans.
- Ensure data collection and therapy time is input into Client Management Software platform (CMS)
- Provides peer review for insurance authorizations for the CMS vendor or insurance company

Support to Precious Time

- Complete departmental reports
- Create and maintain intellectual property of the Precious Time
- Maintain objectivity while representing Precious Time and performing associated Precious Time responsibilities
- Communicate using layman's terms (not technical jargon)
- Provide accommodations in support of the Americans Disabilities Act, when requested, as appropriate
- Follow through on all commitments and meet deadlines
- Be accessible by responding to email and phone calls
- Perform other duties as assigned by Director

Minimum Qualifications:

- Minimum of a Master's Degree, Board Certification in Applied Behavior Analysis, VA state licensure required.
- Knowledge of intellectual and developmental disabilities.
- Belief that children with disabilities can learn in inclusive preschool settings
- 2 years of experience working with children with autism.
- 2 years of experience utilizing behavior skills training.
- Obtain and maintain knowledge or current evidence based practices and interventions.



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- Experience with conducting functional assessments (including functional analyses) of challenging behavior and selecting the specific assessment methods that are best suited to the behavior and the context.
- Experience with designing and implementing programs to reduce stereotypic, disruptive, and destructive behavior, based on systematic analysis of the variables (antecedents and consequences) that occasion the behavior
- Experience providing behavioral health services
- Excellent oral and written communication skills
- Experience creating insurance authorizations and appealing denials
- Experience with the peer review process required by some insurance companies
- Experience with Client Management Software such as CentralReach and Catalyst