



### **ABA Intern B & ABA Intern M (Levels 1-3)**

The ABA Intern B and ABA Intern M (Levels 1-3) are paid positions with The Lily Center LLC that allow individuals to simultaneously meet the supervision requirements of the BACB for the BCBA and/or BCaBA credential. Candidates must meet the requirements for Supervision as outlined by the BACB ([www.bacb.com](http://www.bacb.com)). The ABA Intern B is for those candidates interested in completing some or all of their supervision for the BCaBA credential with The Lily Center. The ABA Intern M is for those candidates seeking the BCBA credential.

Responsibilities and Duties will vary depending upon specific intern level. The duties and responsibilities described here are a summary of those required for ABA Intern Level's 1-3. Specific responsibilities and duties vary depending upon ability and Intern classification.

#### **POSITION SUMMARY:**

The ABA Intern will provide clinical skills instruction and behavior reduction protocols based upon the principles of Applied Behavior Analysis to children with Autism and related developmental disabilities in the home, community, and school settings. The ABA Intern will collect data, participate in parent and caregiver training, prepare materials, assist the Behavior Analyst, Lead Behavioral Technician, and other ABA Interns with clinical assessments as needed. The ABA Intern will participate in supervision meetings (including direct observation) and complete supervision assignments and projects aligned with the BACB Task List. Certain supervision activities required for appropriate supervision but unrelated to assigned caseload may be unpaid in certain circumstances.

Essential components of this position are listed below but are subject to change at the discretion of The Lily Center management. This job description describes essential job functions, but does not provide an exhaustive list of duties that may be assigned.

#### **RESPONSIBILITIES AND DUTIES:**

##### For all ABA Intern Positions:

- Provide direct client care in 1:1 and group settings utilizing a combination of intensive teaching and natural environment training arrangements.
- Follow the prescribed behavioral skill acquisition and behavior reduction protocols.
- Follow and record data for prescribed toilet training protocols.
- Collect, record, and summarize data on observable client behavior.
- Conduct parent and caregiver training based upon client's individualized

treatment and behavior reduction protocols.

- Effectively communicate with parents and caregivers regarding client progress as instructed by the Board Certified Behavior Analyst.
- Maintain client confidentiality.
- Utilize safe and appropriate handling and guidance procedures when working with working with clients.
- Maintain a clean, safe, and organized work and therapy environment.
- Collaborate with treatment team including client, parents and caregivers, outside professionals, Lead Behavioral Technician, ABA Interns, and co-workers.
- Maintain and acquire technical knowledge by attending required trainings.
- Arrives prepared to supervision meetings with completed readings and assignments.
- Maintains appropriate supervision paperwork and documentation; Provides Supervising Behavior Analyst with documents that review revision and signature; Keeps Supervising Behavior Analyst informed of any changes to the supervision agreement, hours, or status.
- Demonstrates initiative and interest in the field by asking insightful questions and requesting additional training and supervision activities as necessary to develop professional and clinical skills. Maintains high level of integrity, professional standards, and adheres to the BACB Ethical Guidelines.

#### Additional Responsibilities as candidate progresses through supervision:

- Provide initial and ongoing staff education and training on client behavioral and skill acquisition protocols.
- Conduct regular staff skill evaluations.
- Provide positive and constructive feedback to staff regarding clinical and professional skills on a regular basis.
- Conduct skill acquisition assessments under the supervision of the Behavior Analyst and ABA Interns; document results accordingly; prepare and explain reports to parents and caregivers.
- Conduct behavior reduction assessments including informal and formal assessment methods (i.e.: FA's, FBA's, parent interviews)
- Development of individual treatment plans.
- Weekly programming updates to individual treatment plans.
- Preparation of training materials for client programs.
- Present at company and local conferences.
- Update and maintain data collection systems and disseminate information to team members

#### **KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to accept constructive feedback and develop knowledge and skill sets accordingly.
- Effective time management skills and ability to manage multiple tasks at once.
- Excellent written and verbal communication skills.
- Ability to develop and maintain professional relationships with clients, co-workers, supervisors, and community members.
- Ability to adhere to organizational policies and procedures and abide by code of ethics as indicated by the Behavior Analyst Certification Board

- Commitment to maintain client confidentiality and adhere to HIPPA laws.
- Commitment to ongoing training and development as it relates to clinical skills, professional development, ethics, and technology, and training in order to perform job responsibilities to required standard.
- Ability to interpret and implement clinical protocols and written.
- Must maintain a professional appearance with regard to clothing, grooming, hair, and make-up.

#### **BASIC & PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 50 pounds
- Must be able to lift and carry clients with adaptive equipment.
- Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, standing) for extended periods of time.
- Must be able to sit on the floor or stand for extended periods of time.
- Must be willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan in the course of working with children with challenging behavior.
- Must have manual dexterity to perform specific computer and electronic device functions for data collection.
- Must be physically present at the assigned job location, which may include home, school, and community placements.
- Must be able to receive detailed information through oral communication.
- Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.
- Must have reliable transportation and be willing and able to travel between different job sites within the Greater Houston Area.
- Must have a valid Texas Driver's License & insurance in good standing

#### **QUALIFICATIONS:**

- Required: Must have started (or plan to begin by first day of hire) coursework for the BCBA and/or BCaBA credential. Must have completed (or plan to complete by first day of hire) the Supervision Module on the BACB website.

#### **EXPERIENCE:**

- Required: None required as long as candidates meet all BACB requirements in order to begin BCBA and/or BCaBA supervision (see "Qualification" above).
- Preferred: Experience working in Applied Behavior Analysis settings and experience working with children in an educational and/or clinical setting.

#### **EDUCATION:**

- Required: Must meet the education requirements to begin BCBA or BCaBA supervision (see [www.bacb.com](http://www.bacb.com))

**REPORTING RELATIONSHIP**

- Employment Supervisor: Executive Director
- Clinical Supervisor: Behavior Analyst
- Supervisory Reports: Behavioral Technicians, Lead Behavioral Technicians, & ABA Interns (certain levels depending upon classification).

**RELATED TRAINING:**

- Responsible for completing and maintaining all required certifications and trainings once employed including, but not limited to: CPR, Fingerprinting & Background Checks, RBT trainings and other company in-services and trainings as directed by employment supervisor.
- Responsible for adhering to the responsibilities and duties outlined in the Supervision Contract.

**BENEFITS OF WORKING WITH THE LILY CENTER:**

- Part Time and Full Time positions available
- Competitive compensation based upon experience and opportunities for pay increases based upon performance
- Paid BCBA and BCaBA Supervision
- Flexible work schedule

**To learn more about the ABA Intern M or ABA Intern B position & how to join The Lily Center team, email your resume to [careers@thelilycenter.com](mailto:careers@thelilycenter.com). Please include the position that you are interested in applying for in the subject line of the email.**