



JOB DESCRIPTION

JOB TITLE: Behavior Technician
JOB CLASSIFICATION: Full time, part time or PRN
REPORTS TO: MAAP Coordinator
JOB PURPOSE: Assist with development, organization and operations of the MAAP.

JOB RESPONSIBILITIES:

1. Implement a wide variety of cognitive, social, recreational and community integration activities for program participants to achieve individualized goals.
2. Provide input to the implementation of Individual Support Plans (ISP).
3. Review ISPs, learn methods for ISP implementation and provide supports accordingly.
4. Provide oversight and supervision to individuals served in accordance to ISP.
5. Provide appropriate supervision and training to program participants during daily program activities to ensure safety and goal achievement.
6. Assist with activities of daily living (ADL), including but not limited to toileting, dressing, meal preparation and supports during meals.
7. Transport and supervise program participants volunteering or engaging in other community integration activities.
8. Complete required documentation including daily log notes for behavioral goals, data, and records of billable time usage.
9. Attend and participates in staff meetings and team meetings when applicable.
10. Report concerns and issues to MAAP Coordinator for supports.
11. Make referrals and linkages to appropriate support services based on the needs of the program participants.
12. Make recommendations to supervisor and funding agency to accurately reflect funding needs of the program participant.
13. Assist with agency fundraising events, when applicable.
14. Follow all personnel policies and procedures.
15. Maintain clean and orderly environment.
16. Familiarize self with and follow facility and department policies and procedures.
17. Perform other duties as assigned by the supervisor.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE: High school diploma required, experience working with people with autism or other special needs population highly preferred. Must be certified in CPR, first aid and MANDT (these trainings will be provided upon hire along with required agency trainings).

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employees may be requested to perform job related tasks other than those specifically presented in the job description.

Employee

Executive Director

Originated by: Melissa Weber
Approved by: Donna Gunning
Revised: 4/15, 10/16
Reviewed: