



F I R S T S T E P S
early intervention program

Therapeutic Instructor

JOB DESCRIPTION

THE FIRSTSTEPS STATEMENT OF PURPOSE

The FirstSteps Team is inspired by the belief that every child deserves the opportunity to achieve his or her fullest potential. To that end, our mission is twofold: to provide the best possible evidence-based behavior analytic treatment to our children, and to offer a positive, collaborative and dynamic work environment for our staff. We are committed to hiring and mentoring a passionate and dedicated staff and providing an environment that fosters growth and learning. Our greatest reward is the progress of our kids and the knowledge that we are making a positive impact on our families and the community.

THERAPEUTIC INSTRUCTOR

The Therapeutic Instructor is responsible for providing one-to-one behavior intervention services to children diagnosed with Autism and related disorders in the child's home, school, community, and office setting.

TITLE	Therapeutic Instructor
REPORTS TO	<ul style="list-style-type: none">• Program Director(s)
DIRECT REPORTS	<ul style="list-style-type: none">• N/A
LOCATION	FirstSteps, (Local Office)

SUMMARY OF ESSENTIAL JOB FUNCTIONS

Section A: Provision of Behavior Intervention Services

- Provide direct behavior intervention services using sound behavior analytic techniques and practices per FirstSteps training protocols and procedures
- Immediate implementation of Program Director's recommendations for client program progression and behavior management
- Arrive prepared to all therapy sessions by completing review of case goals, client BIP, plans for reinforcement, etc. When covering sessions, contact has been made with regularly scheduled instructor; lead instructor or program director to ensure session will be effective.
- Collection and documentation of accurate data during instructional sessions, to include skill introduction, acquisition and mastery, behavioral frequencies, antecedents and consequences
- Attendance and active participation in client Team Meetings including but not limited to: modeling programs, ensuring client engagement in appropriate activity, detailed note taking, providing PD with professional and objective feedback regarding client behavior; acquisition rate, difficulties, and other pertinent information.

Section B: Professional & Work Ethic

- Complete any case related or general office work that is assigned within time allotted
- Attend and participate in any and all staff enrichment activities including but not limited to: NCI Training, Booster Trainings, and All Staff Meetings
- Positively contribute to FirstSteps goal of fulfilling all client service hours by enthusiastically covering sessions and/or preparing others to effectively cover sessions

Section C: Legal and Ethical Duties

- Maintain client confidentiality per FirstSteps training protocols and procedures
- Immediately report Child Abuse, Abandonment, Neglect to FirstSteps and DCS
- Complete Incident Report and any follow-up required
- Adhere to all guidelines outlined for RBT's in the Behavior Analyst Certification Board's (BACB) Professional and Ethical Compliance Code for Behavior Analysts
- Represent FirstSteps values and excellence with families and within the community

Section D: Administrative Duties

- Complete timesheet daily, to accurately document start and end time of session
- Return calls and emails to the office in a timely fashion
- Ensure employment file is current and submit all necessary requested documents in a timely manner
- Accurately complete service verification forms (ex: documents exact time worked, notes absences | make up sessions appropriately) by due date

MINIMUM REQUIREMENTS

- Successful completion of the FirstSteps Instructor Training including attendance at all lectures, practical trainings, field evaluation, and written exam.
- Bachelor's Degree (preferred)
- 2 years prior experience working with children OR 12 months experience and 12 units of ABA coursework completed (preferred)
- Reliable transportation
- College level oral and written communication skills

ABILITIES REQUIRED

- Strong interpersonal skills
- Natural ability to positively interact and capture the motivation and attention of children
- Excellent problem solving
- Creative thinking
- Strong organization, time management, and multi-tasking skills
- Ability and commitment to work as a contributing member of multiple treatment teams

REQUIRED SOFT SKILLS

- Strong work ethic
- Positive team player attitude
- Ability to accept and learn from feedback
- Adaptability to new situations & challenges
- Ability to work well under pressure
- BYOC-Bring Your Own Confidence

PHYSICAL REQUIREMENTS

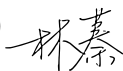
- Able to lift 25-50 lbs
- Able to adhere to assigned schedule and drive to clients' homes as assigned
- Able to run short distances, sit on the floor, bend down, squat, and kneel

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. I acknowledge that I have read the Job Description, understand the responsibilities and duties of my position, and agree to fulfill all the duties to the best of my ability. I understand that the Job Description includes the core responsibilities of my position at FirstSteps for Kids, Inc. and is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Zhen Lin

Name (printed)



Signature

2019/09/08

Date