

UW HEALTH JOB DESCRIPTION

ASD TREATMENT COORDINATOR

Job Code: 780006	FLSA Status: Exempt	Mgt. Approval: M Murphy R Valley-Massey	Date: 5.2019
Department: Waisman Center Autism Program		HR Approval: nnl	Date: 5.2019

JOB SUMMARY

The ASD Treatment Coordinator is a staff member of the Autism Treatment Programs at the Waisman Center, a University Center for Excellence in Developmental Disabilities (UCEDD). These clinic based services are provided in partnership between the Waisman Center at UW-Madison, and UW Health.

The primary purpose of this position is to provide clinical supervision and training of staff working directly with children during behavioral treatment sessions. This position will also provide outreach and training to parents of children receiving treatment services and community providers, as well as provide training and supervision for Waisman Center trainees.

MAJOR RESPONSIBILITIES

- Provide clinical training and supervision for Treatment Specialists who work directly with children with Autism Spectrum Disorder, including in session coaching and feedback, and group training activities, under supervision of a Behavior Analyst.
- Provide direct assessment and treatment services to children with Autism Spectrum Disorder, under supervision of a Behavior Analyst.
- Complete required session documentation within 24 hours of the completed session in the Electronic Medical Record.
- Communicate with parents about each child's treatment program in collaboration with the Behavior Analyst.
- Complete accurate session billing information immediately following each session.
- Follow all Behavior Analysis Certification Board (BACB) guidelines for ethical conduct and appropriate policies, regulations and laws including confidentiality, HIPAA and mandated reporting.
- Provide individual child treatment program management, including management of data for child progress, hours of service, and progress review with parents.
- Provide Parent Education and Coaching in individual and group sessions.
- Complete Functional Behavior Assessments and co-develop Behavior Change plans with the Behavior Analyst.
- Communicate with parents about their questions or concerns, changes in program logistics, staff changes and feedback for treatment services staff.
- Collaborate with other providers and/or staff (internal or external) working with each family to provide coordinated care.
- Participate in community outreach and informational activities and events.
- Other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Master's degree in Applied Behavior Analysis, Psychology, Special Education, Speech-Language Pathology, or Marriage and Family Therapy
	Preferred	Master's degree with specialization in behavioral treatment for Autism
Work Experience	Minimum	<ul style="list-style-type: none"> • Three years' experience providing clinical coordination services role, to children with autism, developmental disabilities or developmental delays and their families within a specialized educational, clinical or academic setting. • A minimum of 400 hours of training or supervised experience in the use of behaviorally-based therapy models consistent with best practice and research on effectiveness for children with autism spectrum disorders.
	Preferred	Experience with the Early Start Denver Model (ESDM) and other evidence based early intervention models
Licenses & Certifications	Minimum	
	Preferred	Eligible for certification in the Early Start Denver Model (ESDM)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to work collaboratively with and use feedback from Behavior Analyst (clinical supervisor) • Strong ability to translate assessment information into treatment planning

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	<ul style="list-style-type: none"> • Demonstrated success in working with a culturally diverse patient population and community • Demonstrated ability in managing stress and crisis situations • Demonstrated ability to collaborate effectively in a team setting. • Strong communication skills. • Ability to consistently maintain and convey a positive attitude and provide excellent customer service in service delivery • Demonstrated professionalism interacting with patient/families. • Ability to build relationships and trust.
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		Ability to maintain active physical participation for 6 hours a day while teaching and providing care to young children during self-care including toileting, outside play, physical play; ability to move comfortably for long periods while standing, sitting on floor, and kneeling.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.