

## UW HEALTH JOB DESCRIPTION

### ASD TREATMENT SERVICES SPECIALIST

Job Code: 780005	FLSA Status: Exempt	Mgt. Approval: R. Valley-Massey	Date: March 2022
Department: Clinics – Autism Clinic		HR Approval: J. Olson	Date: March 2022

#### JOB SUMMARY

The ASD Treatment Services Specialist 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.

This position will provide direct teaching for children, teens, and adults with Autism Spectrum Disorder (ASD) and their parents or caregivers during supervised behavioral treatment sessions. The person in this position will receive training and supervision from a Behavior Analyst or Psychologist to teach skills in communication, social interaction, learning, daily living, play, and leisure activities. The Treatment Specialist will plan and provide learning opportunities during play, leisure, games, literacy, projects, and other structured learning activities and collect data on patient progress.

#### MAJOR RESPONSIBILITIES

- Provide behavioral treatment services to children, teens, and adults with ASD and their parents or caregivers under the supervision of a Behavior Analyst or Psychologist.
- Assure the safety and well-being of each assigned patient and their family.
- Complete required session documentation by end of day in the Electronic Medical Record. Complete data summary tasks as directed by the Behavior Analyst or Psychologist.
- Complete accurate session billing information immediately following each session.
- Maintain toys, materials, and rooms for treatment sessions (e.g., clean and sanitize toys and counters, clean floors, etc.).
- Follow Behavior Analysis Certification Board (BACB) guidelines for ethical conduct and appropriate policies, regulations, and laws including confidentiality, HIPAA, and mandated reporting.
- Provide support and assist as needed in the implementation of plans and procedures in the event of an emergency, including monthly emergency evacuation and/or lock-down drills.
- Complete other duties as assigned.

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

#### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Applied Behavior Analysis, Psychology, Special Education, Speech-Language Pathology, Child through young adulthood and family life development, or youth education
	Preferred	Experience in an educational setting with coursework or internship or student teaching with a special needs population
Work Experience	Minimum	One (1) year of experience caring for children, teens, adults, and/or supporting families
	Preferred	Six (6) months or more of direct experience (work or volunteer) with children, teens, and/or adults with special needs and their families
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of child, youth, and young adult development</li> <li>• Ability to work collaboratively with and use feedback from licensed lead staff</li> <li>• Demonstrated success in working with a culturally diverse patient population and community</li> <li>• Demonstrated ability in managing stress and crisis situations</li> <li>• Demonstrated ability to collaborate effectively in a team setting</li> <li>• Strong communication skills</li> </ul>

## UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>Ability to consistently maintain and convey a positive attitude and provide excellent customer service in service delivery</li> <li>Demonstrated professionalism interacting with patient/families</li> <li>Ability to build relationships and trust</li> </ul>
--	--

**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)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	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.

None

**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
<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>

List any other physical requirements or bona fide occupational qualifications:	Ability to maintain active physical participation for 6 hours a day while teaching and providing care to children, teens, adults, and their families during self-care including bathroom routines, 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.