

UW HEALTH JOB DESCRIPTION

Lead Behavior Analyst			
Job Code: 780010	FLSA Status: Exempt	Mgt. Approval: R. Valley- Massey	Date: January 2021
Department: Clinics – Autism Clinic		HR Approval: J. Olson	Date: January 2021
JOB SUMMARY			
<p>The Lead Behavior Analyst is a staff member of the Autism Treatment Programs (ATP) 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.</p> <p>The primary purpose of this position is to serve as a lead role in the development, evaluation, supervision, and provision of behavioral treatment based on Applied Behavior Analysis (ABA) for individuals with autism and their families. This Lead Behavior Analyst position includes clinical supervision of other Behavior Analysts who primarily provide direct care to individuals with autism and their families in addition to providing direct treatment. This position also serves as an expert resource in behavioral treatment for individual with autism in the provider’s age and content specific area of expertise (Birth to 4, School Age, Teens, and Adults). This position also contributes to the clinical, training, and outreach activities for evidence-based practices for individuals with autism and their families.</p>			
MAJOR RESPONSIBILITIES			
<ul style="list-style-type: none"> • Facilitate treatment programs in age area of expertise as a shared leadership role with the ATP and Waisman Clinics leadership team. • Provide oversight of workflow for patient care from initial contact, triage to referral or service delivery, and patient experience. • Clinically supervise other Behavior Analyst (BCBA) providers and non-BCBA providers to ensure program accountability, treatment fidelity, and evidence-based effective treatment, including review of treatment data, outcomes reporting, documentation and billing review. • Manage data in age area of expertise on patient demographics, enrollment, interest list, cancellations, response to treatment, and patient/family experience. • Provide focused direct behavioral treatment for individuals in age area of expertise and their families based on Applied Behavior Analysis (ABA) and other evidence-based approaches during parent coaching, individual treatment, and multiple family or group sessions. • Complete required session documentation and billing within 24 hours in the electronic medical record. • Develop, provide, and evaluate outreach and training to improve local and state capacity to serve this population in age and content areas of expertise and scope of training. • Provide leadership on program quality improvement efforts. • Coordinate patient resources for age area of expertise with the Family Navigation team (Waisman Clinics) and UW Health. • Facilitate and provide trainee enrollment and training experiences for Waisman Center, SMPH, and community trainees. • Lead and facilitate efforts for product dissemination on behavioral treatment and other evidenced-based approaches for individuals with autism and their families. • Provide short term consultation on age specific and content areas of expertise to Waisman Center, UW Health, and community programs. 			
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, Marriage and Family Therapy, Special Education, Psychology, or Speech-Language Pathology	
	Preferred	<ul style="list-style-type: none"> • Doctorate degree in Applied Behavior Analysis, Marriage and Family Therapy Special Education, Psychology or Speech-Language Pathology • Course work, experience, and specialization in Applied Behavior Analysis 	
Work Experience	Minimum	Five (5) years of experience developing and providing behavioral treatment to patients with autism and their families within a specialized educational, clinical, or academic setting	

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	Preferred	<ul style="list-style-type: none"> • Direct clinical supervision of treatment • Experience with program development, evaluation, and related outreach activities • Knowledge of supports and services for individuals with ASD and their families
Licenses & Certifications	Minimum	Licensure as a Board Certified Behavior Analyst (BCBA or BCBA-D)
	Preferred	Dual licensure which includes a BCBA
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent clinical supervision and behavioral treatment program oversight skills • Excellent verbal and written communication skills • Excellent interviewing and assessment skills • Strong ability to translate assessment information into treatment planning • Demonstrated success in working with a culturally diverse patient population and community • Demonstrated ability in managing stress and crisis situations • Ability to provide program leadership and work collaboratively with partners in leadership roles • Ability to work independently and maintain expected timelines • Ability to maintain a high level of confidentiality • Demonstrated ability to collaborate effectively in a team setting • Ability to maintain effective and professional relationships with patients and other members of the care team • Comfort working in as a part of a multi-disciplinary team • Ability to contribute to program development and outcome evaluation efforts • Ability to consistently maintain and convey a positive attitude and provide excellent service delivery • Demonstrated professionalism interacting with patient/families • Ability to build relationships and trust

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)	<input checked="" type="checkbox"/>	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

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X	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 provide environmental behavioral support strategies that require quick movements during patient behavioral distress, and model strategies for parents, staff and trainees.		

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.