



Kuhn Behavioral Consulting Services
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Honolulu, Hawaii 96825
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808-356-1310 - FAX
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JOB DESCRIPTION: Registered Behavior Technician (RBT)

RBT NAME: _____

MINIMUM QUALIFICATIONS:

- Successful completion of Registered Behavioral Technician certification
- Must hold any appropriate or required licensure for the state in which services will be rendered
- Ability to demonstrate competence in behavior management skills, instructional skills, oral and written communication skills, organizational skills and interpersonal relationships
- Ability to work with a variety of clients in regards to age, functionality and with minimal direction
- Knowledge of Word, Excel/Numbers and email systems
- Ability to utilize phone system, data collection system and schedule system as necessary
- Ability to respond quickly to phone calls, text messages and emails
- Flexible schedule availability, including evenings and weekends, in order to effectively provide support to family in the role of RBT
- Current on all required trainings and certifications, including BLS/CPR
- Driver's license and insurance, along with reliable transportation

RESPONSIBILITIES:

The duties and responsibilities of the Board Certified Behavioral Analyst (BCBA) are as follows:

- Act in a professional and ethical manner when performing duties
- Follow all Contracted Insurance company, County, and State Best Practices guidelines
- Maintain client confidentiality using acceptable methods and ensuring HIPAA compliance
- Provides RBT services to children with behavioral disorders who are receiving ABA services
- Maintains a professional and ethical relationship with clients and families, and remain in compliance with the BACB Code of Ethics

- Keep current with literature, new research findings and resources. In addition, attend training to maintain RBT certification as necessary and set for by BACB guidelines.
- Must have reliable personal transportation
- Implements appropriate reports, FBA's and behavioral management plans as needed
- Provides implementation of disorder-specific techniques and interventions
- Works and communicates regularly with families to assist them in acquiring skills enabling the family and client to maximize the client's progress
- On-going face-to-face contact with the family, client, and other team members as identified by Best Practice guidelines
- Maintains therapeutic records and data necessary to monitor progress
- Collaborates with other involved professionals and agencies in order to provide services and continuity of care to client and family
- Attend any appropriate meetings
- Submit progress notes, data, billing, time sheets, etc. on a weekly basis
- Submitted hours must be an accurate representation of hours provided
- Cannot share any training materials, forms, etc. with any other provider
- Return all training materials, forms, etc. upon ending employment with this company
- Additional responsibilities as identified by Program Director

RESPONSIBLE TO: Clinical Director, BCBA supervisor

My signature below indicates that I have read and will comply with this job description. I understand that the above statements may not describe the full nature of the position, but are intended to describe the general nature and the level of qualifications and skills required for the position. I will work to my fullest potential to satisfy the requirements of this position and understand that if I fail to meet any aspects of these job requirements, disciplinary action may result up to and including termination from the agency.

It also signifies that I understand that changes and revisions to this job description will be made as necessary.

Employee Name (printed): _____

Employee Signature: _____ Date: _____

Agency Representative Signature: _____ Date: _____