

Program Manager

The Program Manager is an experienced Board Certified Behaviour Analyst. The Program Manager has direct responsibility for the clinical programming for clients on their caseload, including day-to-day supervision and training of behaviour therapists. They are also directly responsible for providing independent fieldwork supervision for TMB team members that require supervision. They are responsible for overseeing yearly staff training programs. Program Managers are members of the TMB Management Team, and have broader responsibilities with regards to the delivery of the Strategic Initiatives of the organization.

DUTIES AND RESPONSIBILITIES

- Clinical Program Supervision:
 - Manages individualized programs for children and adults diagnosed with autism spectrum disorders, ages 18 months and older, in home, school and community settings. Caseload commensurate with experience.
 - Plans and leads regular clinical team meetings/workshops with families and therapy team.
 - Conducts initial, in-treatment and exit skills assessments using necessary assessment tools, including VB-MAPP, ABLLS, PEAK, Vineland, Essentials for Living and AFLS.
 - Conducts functional behaviour assessment/analysis.
 - Develops and documents comprehensive behaviour and skills development treatment plans.
 - Provides in-vivo and group parent education and coaching.
 - Behaviour consultation and support to the speech therapy team.
 - Oversees data collections systems, monitoring data reliability and procedural integrity.
 - Monitors progress and adjust programs and procedures, as necessary.
 - Regular documentation and reporting requirements, including session progress notes, annual NDIS review reports and exit reports.
 - Conducts regular liaison with school/child care settings, including observations, written summary reports, phone contacts and face to face meetings.
 - Designs, plans and leads small group programs.
 - Is responsible for meeting productivity requirements set forth in annual budget and for providing efficient and effective service in all areas of performance.
- Staff Supervision and Training
 - Direct supervision of newly graduated BCBAs, Registered Behaviour Technicians, and staff members accessing fieldwork supervision towards BCBA requirements. This includes direct observations, written and verbal feedback, behaviour skills training and topic-based supervision sessions.
 - Assists with organization-wide staff induction, including didactic sessions, observations and feedback.
 - Assists with client specific staff induction, including scheduling and conducting observations.
 - Conduct monthly observations of direct reporting staff members, including face to face delivery and written documentation of performance feedback.
 - Facilitate staff goal setting for training and professional development
 - Coordinates and delivers staff didactic training during weekly team meetings and team training days (in conjunction with the Clinical Director).
- General/Strategic Initiatives

- Attends and participates in weekly TMB team meeting
- Responsible for behaviour team staff scheduling requirements
- Remains current regarding new research, current trends and developments in allied health, special education and behaviour analysis.
- Development of TMB professional network, including other allied health professionals, medical professionals, disability services, and educational services.
- Leads development of alternative revenue streams, including workshops, professional trainings/in-service, training course and small client group sessions.
- Leads annual quality assurance and improvement project.
- Member of the TMB Management Team
- Attend fortnightly TMB Management Team meetings
- Responsible for the development of organisation-wide resources, processes and policies.