

## Program Supervisor

*The Program Supervisor is an experienced behaviour clinician with a Master Degree in Education with ABA focus or a Master of ABA and/or a BCBA. The Program Supervisor is most directly responsible for the clinical programming for clients on their caseload, including day-to-day supervision and training of behaviour therapists that are implementing ABA therapy programs for the clients on their caseload. They may also assist with: delivering organization-wide training, development of new client group programs and annual quality assurance and improvement projects.*

### DUTIES AND RESPONSIBILITIES

- Clinical Program Supervision:
  - Manages individualized programs for children 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 parent education and coaching in 1:1 formats.
  - 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 reporting requirements, including 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, with support from the program manager.
  - 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 Registered Behaviour Technicians, with support from the program manager. This includes direct observations, written and verbal feedback, and behaviour skills training.
  - Assists with organization-wide staff induction, including didactic sessions, observations and feedback.
  - Assists with client specific staff induction, including scheduling and conducting observations.
  - Deliver termly staff didactic training during weekly team meetings and team training days.
- General/Strategic Initiatives
  - Attends and participates in weekly TMB team meeting
  - Remains current regarding new research, current trends and developments in allied health, special education and behaviour analysis.
  - Assists the development of alternative revenue streams, including workshops and small client group sessions.
  - Assists with annual quality assurance and improvement projects, as needed.