



JOB DESCRIPTION

TITLE: Program Manager Assistant

Reports to: Program Manager

Effective Date: September 15, 2022

SUMMARY

Program Manager Assistants (PMA's) are trained by and work directly under a Program Manager. As a PMA acquires new skills, their Program Manager will slowly add hours from their own caseloads and give them to the PMA. The Program Manager is in charge of the hours being added to the PMA's case (until the PMA becomes a BCBA).

PMA's will receive training on and will be responsible for assisting with the following responsibilities: conducting functional behavior analyses, generating related behavior plans, generating skill acquisition programs, ensure the effective implementation of all treatment and programming for clients aged 18 months and older on their case load by performing the essential duties and responsibilities listed in the Program Manager job description.

ADDITIONAL RESPONSIBILITIES

Meet with the supervising Program Manager at least once per week to discuss client progress and behavior analytic tasks that must be completed by each client.

Make oneself available to answer questions of Technicians working on learner's cases.

Cover Technician's clients for breaks and lunches.

Provide one-on-one therapy as needed.

SUPERVISORY RESPONSIBILITIES

The position also has supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting with and eventually leading the training of behavior technicians.

EDUCATION AND/OR EXPERIENCE

PMA's must meet one of the following criteria:

- Be a Board Certified Assistant Behavior Analyst (BCaBA) and have 400 hours of experience working one on one with clients.
- Hold a Master's degree (M.A./M.S.) have 400 hours of experience working one on one with clients.
- Hold a Bachelor's degree (B.A./B.S.) and have 2000 hours of experience working one on one with clients.

(Preference will be given to those applicants that are already a BCaBA or are actively working towards certification as a BCBA or BCaBA).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee is frequently required to stand, walk, sit, bend and run. The employee is often required to reach with hands and arms.

The employee must regularly lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

The noise level in the work environment is usually moderate.

The work environment should be kept relatively free from debris and follows all safety regulations.

ACKNOWLEDGEMENT

My signature on the orientation training checklist acknowledges that I have read the above job description and agree that I can perform the responsibilities as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organization or departmental needs.

Name: _____ Date: _____