



APPLIED BEHAVIOR ANALYSIS TUTOR

Part time positions to provide direct behavioral services and one-on-one instruction to children and adolescents with autism served by the Great Lakes Center for Autism Treatment and Research Outpatient Services Programs. Duties include: providing instruction with respect to specific skill building goals; role modeling appropriate behaviors; providing personal assistance as needed; and promoting supportive relationships with children and parents. High school diploma/GED required; college coursework in psychology/applied behavior analysis/special education preferred. Day and evening shifts available. Hourly wage begins at \$12.76, adjusted for experience; Bachelor's degree begins at \$14.09. Apply on-line at <http://www.residentialopportunities.org/employment>.

Multiple positions available, no deadline for application.

FLSA STATUS: Non-exempt

RESPONSIBILITIES: Under general supervision, provide direct behavioral services and one-on-one instruction to children and adolescents with autism served by the Great Lakes Center for Autism Treatment and Research (GLCATR) - Outpatient Services programs in the context of the established treatment plan. Provide personal assistance as needed, provide instruction with respect to specific skill building goals, role model appropriate behaviors, and provide supportive relationships with children and parents.

Understand the likes, dislikes, hopes, and dreams of persons receiving services and their families to support them as they make choices and progress toward their goals. Perform all duties in accordance with overall program goals, agency policy and procedure, and all applicable state, federal, and local laws and/or regulations. Implement responsibilities and other actions in accordance with ROI's Core Values and Vision and Mission Statements.

ESSENTIAL DUTIES:

1. Establish collaborative relationships with individuals served and families.
2. Conduct treatment sessions and implement relevant treatment plan procedures such as:
 - Pre-learner skills including: sitting at a table, transitioning to various work stations, making eye contact
 - Pre-school activities including: matching, sorting, labeling, and communicating.
 - Social skills including: playing with adults and peers, appropriate toy play, interacting with peers.
 - Academic skills.
3. Teach and support individuals served to complete the following as independently as possible, and assist or perform these tasks if the individual cannot do so independently:
 - Personal hygiene skill including: toileting, tooth brushing, and other personal hygiene tasks.
 - Self-care skills including: dressing, eating, and communicating.
4. Where necessary, serve as the liaison between the parent and the clinician; communicate any necessary scheduling changes appropriately.
5. Follow health and safety protocols, including but not limited to CPR, first aid, and behavior management.
6. Administer medications according to ROI procedures.
7. Report to shifts, meetings, and trainings as scheduled and remain fully alert at all times.
8. Complete documentation, including financial, billing, program, and agency-related data, as required by ROI policy and procedure and Supervisor's instructions.
9. Inform supervisor of problems or issues regarding individuals served or their environment.
10. Promote positive image of ROI/Great Lakes and maintain general upkeep of the workplace and equipment to ROI standards.

11. Advocate for and respect the rights of individuals served.
12. Display responsible, conscientious behavior, and use good judgment in making decisions.
13. Facilitate teamwork between all team members via open communication, responsibility sharing, and a cooperative attitude.
14. Demonstrate flexibility as work schedules are adjusted as necessary to meet the needs of the individuals served.
15. Transport individuals served as necessary if categorized as an ROI "driver".
16. Comply with all laws and regulations regarding reporting suspected abuse and neglect of vulnerable persons.
17. Maintain the confidentiality of all restricted information, data, and reports.
18. Complete all other tasks as assigned by the Treatment Plan Specialist, BCBA's, Business Development Manager, Clinical Director, or COO.

QUALIFICATIONS: 18 years of age or older. High school diploma/GED required; Bachelor's degree preferred with coursework in at least 2 college courses relating to child/adolescent development, applied behavior analysis, psychology of learning, education and/or communication disorders. Ability to achieve and maintain required training and certification; pass background check screening and meet contractual standards; arrive on time and as scheduled to the work site; assist with a wide array of physical and behavioral needs; follow oral and written instruction; operate basic appliances and office equipment; and work independently in the absence of direct supervision. Possess excellent verbal/written communication skills and demonstrate ability to appropriately communicate to families and caregivers of children.

PREFERRED: Approved driver status as determined by ROI.

ROI reserves the right to modify this job description and any new job description rescinds prior job descriptions.