posAbilities
Empowering people with developmental disabilities

Assistant Clinical Manager – Behavioural Consultation
Position Type: Full Time (40 hours per week), Benefits after passing probation
Location: Burnaby, BC with travel throughout Greater Vancouver area
Compensation: will commensurate based on experience, benefits included

*pos***Abilities** is a large, non-profit, agency that delivers services to people with developmental disabilities. We have an exciting opportunity for the right individual to work in our Laurel Behaviour Support Services (LBSS) as an Assistant Clinical Manager at our Head Office in Burnaby. LBSS provides home-based consultation services that develops individualized programs based on the science of Applied Behaviour Analysis to individuals with Autism Spectrum Disorder.

The Assistant Clinical Manager will provide clinical supervision to Behaviour Consultants and may carry a small caseload to be determined as per program needs. Provides oversight and performance management for Behaviour Consultants and Behaviour Interventionists.

SUCCESSFUL CANDIDATES MUST HAVE:

- A graduate degree in applied behaviour analysis, psychology or a related discipline.
- Board Certified Behaviour Analyst certification.
- Eligibility to be on the "Category A" of the Qualified service Provider list maintained by Autism Community Training (http://www.actcommunity.net).
- Previous experience of 5 years providing behavioural assessments and supports based on the principles of Applied Behaviour Analysis and Positive Behaviour Support.
- Strong knowledge of Autism Spectrum Disorders and other developmental disabilities.
- Experience in providing clinical and performance supervision and oversight to staff
- Experience in training development, marketing and event coordination
- A strong commitment to the philosophy of people with challenges living and working in the community.
- Excellent written and verbal communication skills.
- Strong administrative, organizational and time-management skills.
- Demonstrated ability to work independently, with an emphasis on self-initiative, patience, maturity and tact.
- Demonstrated ability to communicate and liaise with families and professionals.
- Ability to train, teach and transfer behavioral skills effectively.
- Adaptability and flexibility in working with families.
- Ability to act decisively and proactively in a wide variety of situations.
- Working knowledge and experience with a variety of computer software programs such as MS Office, Internet Explorer, email software and Board Maker.
- Flexible Schedule – evenings and weekends may be required
- Class 5 driver's license; acceptable driving record.
- Reliable car as required and $3,000,000 insurance liability.
- Criminal Record Check for Children and Vulnerable Adults - clearance.

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KEY RESPONSIBILITIES

Supervises Behaviour Consultants' program development:

- Reviews reports and programs by behaviour consultants.
- Provides feedback on plans, programs and reports.
- Visits client homes with Behaviour Consultants to observe in person.
- Supports and provides training to consultants as needed.
- Maintains regular and professional contact with behaviour consultants.
- Expands/ delivers training opportunities in the community.
- Expands fee for service business.
- Provides proofing and feedback on marketing materials, facilitates marketing meetings.

Supervises Behaviour Consultants and Behaviour Interventionists' performance:

- Directly supervises Behaviour Consultants / Interventionists in their caseloads and ensures they are meeting the requirements of their respective job responsibilities.
- Is responsible for hiring of employees
- Conducts performance evaluations
- Is responsible for discipline and discharge of employees in accordance with the agency's policies and the Collective Agreement
- Approves long-term leaves in collaboration with the Team Manager
- Ensures that all team members operate within the Association's Code of Ethics and Mission Statement

Identifies and assesses clients' needs:

- Receives referrals, initiates contact, and begins the behavioural service based on family needs and goals.
- Conducts functional assessments based on the principles of applied behaviour analysis and positive behaviour support.
- Applies behavioural principles and procedures to the development of any intervention plan or program.
- Develops and writes appropriate behavioural intervention programs based on the persons needs.
- Maintains regular and professional contact with families.

Provides training:

- Provides hands-on demonstrations of interventions and training to consultants, behaviour interventionists, families, parents, caregivers and other such personnel in order to augment their skills when directly supporting the client.
- Monitors progress through on-going data collection and adjusts support plan as required.
- Provides families with relevant support material.
- Offers group trainings or workshops to families, behaviour consultants, behaviour interventionists etc.

Provides written reports:

- Prepares reports required by the funding agent on a regular basis.
- Provides monthly reports of activities in time sheets, detailing hours spent with each client.

Other duties:

- Keeps informed on current literature and research in the field.
- Attends staff meetings and in-services provided by the Employer.

- Attends case review meetings as scheduled.
- Keeps Clinical Director informed of all unusual or critical issues with clients.
- Event coordination
- Marketing Laurel Services

Performs other related duties as required:
- May be asked to participate in the Agency's special events.
- Abides by the agency's policies, procedures, philosophy/values, and Code of Ethics.

ADDITIONAL INFORMATION
This position requires the ability to function independently, frequently under pressure while managing multiple concurrent projects and deadlines. Program delivery requires a moderate level of physical fitness to effectively carry out the duties of the position. Assistant Clinical Managers are expected to cope with the pressures of dealing with clients in crisis.

If you are interested in this opportunity, please apply online with resume and cover letter to http://www.posabilities.ca/careers/apply-now .