



## **Scope of Responsibilities**

Jacob's Promise is looking for qualified professionals who are aligned with our companies core values: Courage, authenticity, compassion, commitment, excellence, service, growth. Special consideration given to bilingual technicians and RBTs. In addition, we are looking for candidates to assume the following responsibilities:

- Invest the time and resources necessary to diligently work to create a successful ABA therapy program at Jacob's Promise;
- Follow the treatment plan designed by the BCBA/Supervisor;
- Be expected to model and role-play best practice recommendations;
- Be responsible for knowledge and discussion of goals and behavioral or treatment plan;
- Be responsible for the upkeep of the treatment documentation including but not limited to keeping paperwork neat and organized, tracking progress of the client with accurate documentation, replacing data sheets/graphs;
- Take care of maintenance of all materials provided by Jacob's Promise;
- Input professional notes at the conclusion of each appointment;
- Attend company trainings and/or trainings relevant to the clients' treatment program;
- Abide by family/client directives as to areas of the house that can be accessed and property that can be used;
- Have a driver's record that is in good standing per the authority that issued license;
- Be able to complete documentation in a professional manner as required by Jacob's Promise and state and or local authorities as needed;
- Follow the Policies and Procedures set forth by Jacob's Promise;
- Utilize his/her own materials, supplies, and office equipment for Jacob's Promise clients.