



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**JOB POSTING**

<b>POSITION:</b>	<b>BOARD CERTIFIED BEHAVIOR ANALYST</b>
<b>POSTING DATE:</b>	<b>November 13, 2018</b>
<b>CLOSING DATE:</b>	<b>NOVEMBER 21, 2018, 5PM</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$64,708.80/YEAR</b>
<b>STATUS:</b>	<b>FULL-TIME/ SALARY, EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCI.ORG](http://WWW.TRIHCI.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMANRESOURCES@TRIHCI.ORG](mailto:HUMANRESOURCES@TRIHCI.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

---

**POSITION DESCRIPTION:  
BOARD CERTIFIED BEHAVIOR ANALYST**

---

**Reports To:** Licensed Clinical Social Worker (LCSW)  
**FLSA Status:** Full-Time, Exempt  
**Revised Date:** September 17, 2018

**Prepared By:** Human Resources  
**Salary Grade:** \$64,708.80, DOE  
**Board Approval:** October 8, 2018

---

**Position Summary:**

Under direct supervision of TRIHCI's Licensed Clinical Social Worker (LCSW) the Behavior Analyst will provide individualized behavior services designed to aid in the treatment of various mental health issues and developmental disabilities. The Behavior Analyst will assist youth and families in identifying their needs and formulating treatment plans to manage problematic behaviors. This position will also monitor the progress of the individuals under their care and collaborate with family members and other care providers to determine how to best address long-term individual goals.

**Essential Duties and Responsibilities:**

1. Supervise a caseload of clients, including writing and managing behavior problems.
2. Document therapy sessions in the Electronic Health Record (EHR). Develop program binders (to include goals and interventions).
3. Provide all services as a member of the multidisciplinary team.
4. Train staff on principals of Applied Behavior Analysis and teaching procedures.
5. Assume an active role in the assessment, treatment planning and discharge planning process.
6. Conduct observations and make recommendations to staff, treatment team, client, family and outside agencies as appropriate.
7. Formulate discharge plan in coordination with the staff, treatment team, client, family and outside agencies as appropriate.
8. Establish and maintain cooperative relationships with community agencies and other resources. Develop relationships with local school districts (attending IEP, SST, 504 meetings with schools).
9. All other duties as assigned.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the American with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Possess excellent oral and written communication skills.
2. Must possess the ability to make sound clinical decisions independently.
3. Must be able to apply clinical judgment, ethics and accountability to formulate best practices in quality of care.
4. Must pass pre-employment drug & alcohol test.
5. Must pass pre-employment physical.
6. Must pass background check.
7. Must maintain a professional appearance and attitude.
8. Must be punctual and reliable;
9. Must maintain absolute confidentiality regarding patients per HIPAA and TRIHCI policies.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

**Education and/ or Experience**

1. Must have a Master’s degree in Applied Behavior Analysis, Psychology, Special Education or related field.

**Certificates, Licenses, Registrations**

1. Must be Board Certified Behavioral Analyst (BCBA).
2. Must have a Mandated Reporter Training Certificate or obtain certificate within (3) months of employment.
3. Possess a current, valid California driver’s license, driving insurance and a good driving record are required for this position.
4. Possess First aid/ CPR at the BCLS level are required or obtained within three (3) months of hire.

**Contingencies**

TRIHCI maintains a drug and alcohol free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate’s right to work in the United States.

**Physical Work Environment:** *the description provided here is representative of those conditions in which the Board Certified Behavior Analyst will be required to perform the essential function of this position. As stated earlier, reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Board Certified Behavior Analyst is primarily situated in a standard office environment within the Justice Center and occasionally within the Education Center, where there is little or no exposure to variations in the either or other similar elements. The Board Certified Behavior Analyst will also move about the health center to meet with physicians, patients, and co-workers. Consequently, the Board Certified Behavior Analyst must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
2. Posses the ability to use standard office equipment to write, type, copy, fax, or perform other duties;

3. Possess the strength to lift and carry supplies weighing up to 10 lb repeatedly and up to 30 lb intermittently.
4. Possess the visual acuity to read printed material and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required.

The clinical setting at TRIHCI is categorized by OSHA and a Blood-Borne Pathogen Category I facility. Thus, there may exist the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exist the potential for exposure to chemicals, biological, toxicants, and irradiants found on-site.

**Disclaimer:**

*The position description lists the major duties and requirements for the Board Certified Behavior Analyst position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills and abilities not fully articulated herein.*

**Employee Affirmation:**

*I have thoroughly read the attached position description for the position of Board Certified Behavior Analyst. Any verbal explanations that I have requested concerning the information in this position description have been provided to me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

Employee Name (printed)
Employee Signature
Date