



We are Expanding Our Talent!

Improving children's lives through behavior analysis

Our Mission

AT O.R.L., our mission is to provide very high quality services to the clients we serve, to contribute to the larger behavior analytic community through our activities as scientist-practitioners, and to act as advocates for the autistic community.

Our Philosophy

O.R.L. clinicians are a compassionate group of radical behavior analysts, committed to refined measurement and analytical decision-making. The Standard Celeration Chart is utilized in every layer of our service, from client progress monitoring, professional development to business operations. Over the years, we have continued to attract professionals looking to become experts in designing instruction and delivering comprehensive services through an assent lens. O.R.L. encourages clinicians to build expertise across a range of teaching arrangements, utilizing the method most appropriate for each client goal and its context. Our clinicians receive mentorship toward building expertise in natural environment teaching, shaping, direct instruction, and fluency-based instruction. **Interested to learn how the Standard Celeration Chart can promote your clinical discoveries and help you better serve your clients? Come interview with us!**

Our Values

Employment contingencies support and respect diverse reinforcers-- We strongly believe in the importance of life outside of work. Small case loads plus close clinical & professional supervision highlight our commitment to providing our clients impeccable intervention services. Our professional development opportunities are frequent and our collegial collaborations are strong.

Program Manager Description

Clinical Position Open: Program Manager (Junior Behavior Analyst, 1-2 yrs LABA/LBA)

Classification: Non-Exempt

Reports To: Clinical Services Supervisor, Consultants

Supervises: Certified Behavior Technicians (CBTs)

F.T.E.: 1.0

Salary: 66k- 75,000 depending on experience

Start Date: Flexible

Benefits:

- Paid Time Off- PTO accrual, graduated by years of service (2-5.5 weeks)
- Paid holidays (6 designated, 2 personal flex days)
- Retirement plan with 3% employer match
- Medical Insurance (Major employer contribution)
- Vision and Dental Insurance
- Health Savings Account (HSA)
- Monthly child care subsidy
- Professional development funding
- Complimentary CEUs
- Mileage reimbursement (per federal reimbursement rates)
- Company issued laptop
- Company issued cell phone
- Supportive administration for authorizations, appeals, and claim management

Program Manager Position Overview:

The Program Manager serves as the management lead for each client's team, directly responsible for the execution, logistical management, team supervision, and administrative communication of the individual client programs designed and supervised by the Consultant.

I. Program Implementation Management

The Program Manager is responsible for managing the execution of the Consultant's clinical plan for each client.

- **Implementation Sequencing:**
 - Manages the precise timing of when specific programs or modifications are implemented, ensuring they go into place efficiently based on client data trends, CBT procedural fidelity, resource availability, and team readiness.
 - Implements program modifications directed by the Consultant
- **Logistics Management:**
 - Manages the client's treatment schedule, ensuring that families and staff are notified in advance of scheduled sessions.
 - Manages materials, supplies, and the system for program stimuli to prevent session delays.
 - Monitors and manages authorization usage, ensuring the client receives their scheduled dose of intervention.

II. Supervision, Training, and Procedural Fidelity

Program Managers supervise the direct staff (CBTs/LTAs).

- **Team Training and Supervision:**
 - Manages and implements all training for CBTs to ensure fluent, high-quality instructional delivery of the clinical programs as prescribed by the Consultant.
 - Supervises CBTs on a schedule supported by learner's clinical data and aligned with the clinical prescription provided by the Consultant.
 - Solely responsible for completing performance evaluations for CBTs and LTAs, focusing on adherence to procedure, data collection accuracy, and implementation fidelity.
- **Fidelity and Quality Control:**
 - Implements the entire therapy session at a frequency directed by the Consultant and Clinical Service Supervisor to evaluate reliability of data being collected and procedural fidelity by CBTs.
 - Designs administrative tools (e.g., data sheets, checklists) to achieve session procedural fidelity to the Consultant's designed treatment plan.

III. Data Management, Documentation, and Compliance

The Program Manager oversees data collection and notes completion for their clients' teams.

- **Data Management and Analysis:**
 - Establishes and maintains data monitoring systems designed to track client progress, ensuring systems accurately reflect reality.
 - Administers meta-level assessments strictly on the interval specified by the Consultant.
 - Reviews and annotates data charts for evidence of regular review.
- **Documentation and Record Keeping:**
 - Updates session summary notes to detail daily tasks and client responses as they relate to the client's treatment plan.
 - Responsible for maintaining client medical records and managing the accurate completion and filing of session notes.
- **Compliance and Resource Management:**
 - Manages team adherence to all ORL policies and procedures.
 - Directs CBTs to appropriate internal resources in alignment with current procedures.

IV. Communication

The Program Manager serves as the primary communication link between the Consultant, the family, and the therapy team.

- **Progress Reporting:**
 - Responsible for providing written progress updates for the treatment plan, as supervised by the team Consultant.
 - Responsible for providing frequent progress updates to parents in a manner that best meets the family's needs. This includes describing the rationale of instructional procedures and progress of the client in their programs.

- **Clinical Support:**
 - Alerts the Consultant when data or observation suggests a need for clinical action (e.g., when the Consultant needs to design modifications, new programs, or address missing component skills).
 - Discriminates which parental questions should go directly to the Consultant (e.g., questions about clinical goals or program design) and directs them accordingly.

Program Manager Job Minimum Requirements

Education & Certifications:

- Master's degree in behavior analysis or related field with a strong emphasis in behavior analysis or concurrent enrollment in a BACB-accredited program.
- Licensed Assistant Behavior Analyst or Licensed Behavior Analyst in Washington state.
- Full or Sustaining Membership in a relevant professional organization (e.g., SCS, WABA, CBS, APBA, BABA) with a history of disseminating discoveries.

Experience:

- Implementing behavior analytic programs for children with Autism Spectrum Disorder (2+ years).
- Staff management experience (1+ year)
- Implementing Precision Teaching principles, including:
 - Proficiency in charting and analyzing data on the Standard Celeration Chart.
 - Measuring three different instructional arrangements with Standard Celeration Charts (5 charts, minimum 3 arrangements).
 - Maintaining long-term data systems.
- Staff training and management
- Providing assent-based care, including measuring/shaping assent/withdrawal behaviors and reducing high-impact/unsafe behaviors.

Technical Proficiency (Specialized Tools):

- Google Workspace (program materials, clinical documentation, spreadsheets, charts, progress summaries, slide decks).

Other Requirements:

- Valid Washington State driver's license.
- Consent to background check.
- Clean driving record.
- Reliable transportation.
- Willingness to drive an average of 50 miles per day.

Application Process

1. Submit Curriculum Vitae
2. Phone interview with a clinical service supervisor
3. Interview with our Diversity, Equity, and Inclusion team
4. Final interview with supervising team

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift/move or assist in moving of clients aged 2 to 50 years old. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally geographically constrain the movements of clients who weigh up to 200 pounds.

Performance of these job duties presents a risk of physical assault by clients aged 2 to 50 years old. The employee understands that these risks are minimized through the correct implementation of positive behavior support strategies; however no strategies reduce risk to zero. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions 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 exposed to weather and traffic conditions prevalent at the time. The noise level in the work environment is usually quiet to moderate. Employees work in private homes and community locations and are expected to have use of only the parts of the home or community location that are relevant to the interventions being delivered as well as use of bathroom facilities