



## BCBA Operations Associate

As we expand, we are looking for a high potential Board Certified Behavior Analyst (BCBA) to join our Operations Division. This is a full-time W2 role with competitive compensation for a BCBA that's comfortable working with ambiguity, following policies and procedures, and partnering with clinical and operations colleagues on staff scheduling, client intake and more to achieve desired outcomes. Experience working in home & community settings in Philadelphia, as well as working in an Operations team are both required.

### What Makes Acclaim Autism Different?

- Tuition reimbursement / annual CEU stipend for training, conferences, or other courses
- Apply ABA research to stay at the forefront of the field
- Receive full benefits (Health, Dental, Vision, Retirement / 401k with company match, paid parental leave, paid time off, commuter & daycare benefits, life insurance, disability insurance, event discounts, and much more)
- Great technology with a high-end device and an electronic health record (EHR) system - no paper and no manual graphing!
- Strong culture of training and feedback
- Operations partners lighten the workload on our clinical team in order for them to provide the highest quality services possible
- Use OBM to manage ABA operations

### Duties

- Work 9am-5pm Monday-Friday supporting multiple Operations teams, including Scheduling & Client Intake
- Manage Behavior Technician & family schedule change requests in line with established policies and procedures
- Respond to phone calls, text messages, emails and other forms of communication
- Help families to navigate the client intake process and explain what it takes to get started with ABA and see success
- Work a small number of billable hours while conducting parent training and providing support to parents
- Work is performed from home and/or from our offices; occasional travel to clients homes within Greater Philadelphia will also be required

### About Acclaim Autism

Acclaim Autism strives to provide high-quality, scientifically-driven ABA Therapy services to families and children impacted by Autism Spectrum Disorder (ASD). Specializing in comprehensive home-based ABA Therapy programs, we aim to be the provider of choice in





# ACCLAIM AUTISM

Pennsylvania. We have a culture of giving and receiving feedback, with a heavy focus on training and development. We are an innovative company, passionate about improving the lives of children and families impacted by ASD. We take administrative work off your hands so you can focus on what you do best.

## Benefits

You are the most valuable resource within our organization. You make the biggest impact for the families we serve. We invest in you, your development, and give you opportunities to grow & move in the business. In addition:

- Paid time off
- Quarterly bonus
- Company laptop
- Tuition reimbursement / CEU & conference stipend
- Ongoing free training & development
- Retirement / 401k company matching
- Health, dental & vision benefits for full-time employees
- Employee assistance program (EAP)
- Paid parental leave
- Commuter & daycare benefits
- Life & disability insurance
- Discounts on event tickets, national parks, movies, and more

## Qualifications

- Active Behavior Specialist License (LBS) in PA
- BCBA certification
- Experience working clinically in home and community settings in Philadelphia
- Demonstrated experience working in an operations team supporting Scheduling and/or Client Intake (this is required)
- Ability to work in a fast-paced team environment and work collaboratively across teams
- Excellent communication skills
- Technical aptitude to use a computer and quickly learn new software without consistent support

We are an equal opportunity employer. We do not discriminate against applications, including discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex or other.



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