

Behavior Services Director (Board Certified Behavior Analyst)

Department: Behavior Services

Reports To: Assistant Director

Directly Supervises:

- Lead Registered Behavior Technician (Lead RBT)
- Registered Behavior Technicians (RBTs)
- BCBA Trainees (if applicable)

FLSA Status: Exempt, Salaried

Work Schedule: Full-time; schedule varies based on clinical, training, and ISL needs

Job Purpose

The Behavior Services Director is the clinical and departmental leader responsible for the assessment, design, implementation, supervision, and oversight of all behavior-analytic services provided by Abilities, LLC within Home & Community Based Services (HCBS) environments.

This role ensures behavior services are ethical, evidence-based, person-centered, rights-respecting, and fully integrated into daily life. Behavior services must be practical, understandable, and implementable by caregivers in real residential settings while remaining compliant with Behavior Analyst Certification Board (BACB) standards, Missouri DMH requirements, HCBS Waiver rules, and agency policy.

The Behavior Services Director is a leader and role model for the agency and is expected to conduct themselves in a manner consistent with all agency expectations for professionalism, ethics, and conduct.

Required Education, Licensure & Professional Credentials

The Behavior Services Director must meet and maintain all of the following:

- Bachelor's degree (four-year degree)
- Graduate degree (minimum two-year program) in behavior analysis or a related field
- Active Board Certified Behavior Analyst (BCBA) certification in good standing
- Active Missouri behavior analyst license, as required by state law
- Individual National Provider Identifier (NPI) registered in the State of Missouri
- Completion of all required CEUs to maintain certification and licensure

The Director is responsible for maintaining their own credentials and ensuring that all Behavior Services staff maintain current certifications, supervision hours, and training documentation. Failure to maintain required credentials may result in removal from the role. Abilities LLC will pay for the cost of CEU completion.

Role, Scope, & Authority

The Behavior Services Director serves as the department head and clinical authority for behavior services, translating assessment and analysis into ethical, practical, and compliant behavior support strategies that can be implemented in ISL environments.

Scope of Authority

The Behavior Services Director has authority over:

- Functional Behavior Assessments (FBAs)
- Behavior Support Plans (BSPs)
- Clinical supervision of RBTs
- Behavior services training content and delivery
- Determination of appropriate HCBS Waiver Manual behavior service codes and authorized units
- Clinical guidance related to behavior support implementation

The Behavior Services Director does not have authority over:

- Residential staffing ratios that exceed levels authorized by Missouri DMH
- Residential scheduling, staffing assignments, or coverage decisions
- HR discipline decisions or employment actions
- Nursing or medical decision-making
- Financial approvals or billing overrides

Staffing Ratio & DMH Authorization Limitation

The Behavior Services Director may clinically recommend staffing ratios or supports that exceed current authorization; however:

- Behavior Services may not require, demand, or direct staffing ratios that are not authorized by Missouri DMH
- If DMH does not approve a clinically recommended staffing ratio, the agency cannot implement it, even if clinically preferred
- The Director is expected to advocate for increased staffing through appropriate channels, provide clinical justification, and collaborate on authorized alternatives when approval is denied

Clinical recommendations do not supersede regulatory authorization.

Tiered Support – Operational Application

Abilities, LLC operates as a tiered support agency, meaning behavior support is provided at increasing levels of intensity only when needed, using the least restrictive and most proactive approach first.

The Behavior Services Director is responsible for:

- Designing BSPs that prioritize prevention strategies, skill acquisition, environmental supports, and replacement behaviors
- Ensuring DSPs and ISL Management understand what strategies to use first, how to respond consistently, and when behavior exceeds routine support capacity
- Supporting staff through training, coaching, and data review
- Identifying when behavior patterns require formal assessment, plan revision, increased service intensity, or leadership escalation

Behavior Services supports residential teams and does not replace day-to-day support or absorb systemic failures.

Escalation Pathway

Required Escalation Process

- 1. DSPs / ISL Management**
 - Implement BSP strategies as trained
 - Document behavior and response
- 2. Behavior Services (RBTs /Behavior Services Director)**
 - Provide coaching, observation, and plan refinement
- 3. Assistant Director**
 - Must be involved when ongoing safety risk exists, BSP implementation is not feasible due to staffing, scheduling, or environment, clinical recommendations exceed authorized staffing, or cross-department coordination is required
- 4. Executive Director**
 - Involved when resolution cannot be reached at the Assistant Director level, when regulatory, financial, or rights implications exist, or when DMH authorization limitations create unresolved risk

Residential Feasibility Conflicts

When clinical recommendations conflict with residential feasibility, the Behavior Services Director must escalate the issue to the Assistant Director. Issues may not be resolved solely by documenting non-compliance. If resolution cannot be reached, the Executive Director must be involved. The Director is expected to collaborate on authorized, realistic alternatives.

Clinical Assessment & Plan Development

Functional Behavior Assessments (FBAs)

- Conduct comprehensive FBAs using evidence-based methods
- Identify behavioral function, antecedents, setting events, and maintaining consequences
- Incorporate communication needs, preferences, and environmental factors

- Ensure assessments are understandable to non-clinical staff

Behavior Support Plans (BSPs)

- Write clear, actionable BSPs that address identified functions, emphasize proactive and skill-building strategies, identify replacement behaviors, and avoid punitive or restrictive practices unless clearly justified and approved
- Ensure BSPs align with PCSPs, respect individual rights and dignity of risk, and are written in plain language appropriate for entry-level DSPs
- Obtain required signatures and ensure BSPs are uploaded to SetWorks, accessible in the home, and acknowledged by staff

HCBS Waiver Authorization & Budget Inclusion

The Behavior Services Director is responsible for ensuring behavior services are accurately reflected in each individual's authorized HCBS budget.

Responsibilities include:

- Determining appropriate HCBS Waiver Manual behavior service codes and required units per individual
- Preparing clinical justification for requested services
- Submitting requested codes, units, and justification via the agency's Department Authorization Request Form to the individual's DMH Support Coordinator
- Completing this process when triggered by notification from the Assistant Director, including receipt of the annual budget email sent to the Support Coordinator
- Collaborating with the Assistant Director and Support Coordinator to clarify requests, answer clinical questions, or revise submissions as needed

Behavior services may not be delivered until they are properly authorized and included in the approved budget.

Documentation & Service Notes

- Ensure all billable behavior services are delivered strictly within authorized units
- Ensure session notes for all billable behavior services are completed the same day the service occurs
- Ensure documentation meets HCBS, DMH, and agency standards
- Address documentation deficiencies immediately

Responsibility to Registered Behavior Technicians (BACB)

The Behavior Services Director is the responsible supervising BCBA for all RBTs and holds full professional accountability in accordance with the Behavior Analyst Certification Board (BACB) requirements.

RBT Supervision Responsibilities

- Provide ongoing, documented supervision at required frequency
- Include both direct observation and indirect supervision
- Ensure supervision documentation is accurate and retained
- Delegate tasks to the Lead RBT without relinquishing accountability

BCBA Training & Delegation to RBTs

A BCBA may train an RBT to:

- Implement BSPs exactly as written
- Carry out intervention procedures designed by the BCBA
- Collect behavior data as defined in the BSP
- Implement skill acquisition programs
- Use proactive and preventative strategies
- Apply approved de-escalation steps included in the BSP
- Implement environmental modifications specified in the plan

A BCBA may not train an RBT to:

- Conduct or interpret FBAs
- Modify BSPs
- Determine behavioral function
- Make clinical judgments or diagnoses
- Decide service intensity or authorization
- Implement rights restrictions not explicitly authorized

RBT Training of Caregivers (DSPs / ISL Management / Families)

RBTs, under BCBA supervision, may train caregivers only in implementation of written plans.

An RBT may train a caregiver to:

- Follow BSP strategies exactly as written
- Implement proactive and preventative strategies
- Teach replacement behaviors identified in the BSP
- Use visual supports and tools included in the plan
- Collect data as defined
- Follow step-by-step response sequences written by the BCBA

An RBT may not train a caregiver to:

- Determine behavioral function
- Change or interpret BSPs
- Create new rules or restrictions
- Decide when strategies should change
- Improvise responses not covered by the BSP

If guidance requires clinical judgment, the RBT must stop and escalate.

Professional Conduct & Accountability of RBTs

The Behavior Services Director is responsible for holding RBTs accountable for professional conduct as well as clinical performance.

Responsibilities include:

- Ensuring RBTs follow agency Code of Conduct, confidentiality, and professional communication standards
- Addressing professionalism concerns through coaching, increased supervision, and documentation
- Including Human Resources when discussing staff conduct or potential policy violations
- Handling all staff-related information with appropriate confidentiality
- Escalating patterns or serious concerns to the Assistant Director

Clinical supervision does not replace Human Resources processes.

Training & Education Responsibilities

- Train DSPs and ISL Management to read, understand, and implement BSPs
- Develop entry-level DSP training materials using plain language, visuals, and step-by-step guidance
- Conduct initial, annual, and revision-based trainings
- Ensure all training is documented and audit-ready

Department Leadership & Meetings

- Oversee the entire Behavior Services Department
- Conduct weekly RBT team meetings focused on clinical updates, implementation fidelity, and documentation standards
- Participate in interviews for new Behavior Services staff

Professional Conduct & Leadership Expectations

The Behavior Services Director must:

- Follow all agency policies, including attendance, time off, code of conduct, drug and alcohol, and confidentiality policies
- Model professionalism, ethical behavior, and respectful communication
- Uphold agency values in all interactions

Failure to model expectations is treated as a leadership performance issue.



Accountability Summary

The Behavior Services Director is accountable for:

- Ethical, compliant delivery of behavior services
- Accurate HCBS authorization requests and budget inclusion
- Quality and clarity of FBAs and BSPs
- Same-day documentation compliance
- Supervision, certification, and professional conduct of Behavior Services staff
- Effective training of caregivers
- Proper escalation and tiered support application

Signature

By signing below, I acknowledge that I have received, read, and understand this job description in its entirety. I understand that this position requires active BCBA certification through the Behavior Analyst Certification Board and applicable Missouri licensure, and that maintaining both in good standing is a condition of continued employment. I understand that this job description is not an employment contract, does not alter the at-will nature of my employment, and may be revised at any time by the Executive Director's Office based on organizational needs, regulatory changes, or clinical priorities.

Employee Signature: _____ Date: _____

Employee Name: _____

Human Resources: _____ Date: _____