

Job Title: Lead Registered Behavior Technician (Lead RBT)

Department: Behavior Services

Reports To: Behavior Services Director (BCBA)>Director of Residential Operations

Directly Coordinates:

- Registered Behavior Technicians (RBTs)

FLSA Status: Non-Exempt (Hourly)

Work Schedule: Full-Time; schedule varies based on service delivery, training, and ISL needs

Work Location: Office; ISLs; varies based on service needs

On-Call Requirement: No formal on-call capacity. May be asked to respond intermittently to support staff during a behavior crisis on a case-by-case basis.

Position Summary

The Lead Registered Behavior Technician (Lead RBT) serves as the primary implementation lead, scheduler, data coordinator, and operational support for the Behavior Services Department. This role ensures behavior services are scheduled correctly, documented accurately, implemented consistently, and supported ethically across ISL settings.

Position Purpose

The Lead RBT also provides direct behavior services, completes required documentation, manages behavior data systems, oversees the Abilibucks internal token economy, manages the shared RBT office space, and serves as a Dialectical Behavior Therapy (DBT) skills coach for staff.

All duties are performed under the clinical supervision and authority of the Behavior Services Director (BCBA) and within the scope defined by the Behavior Analyst Certification Board.

Qualifications

Minimum Qualifications

To be eligible for the Lead Registered Behavior Technician position, the employee must meet all of the following:

- High School Diploma or GED
- Active Registered Behavior Technician (RBT) certification in good standing
- Successful completion of an RBT training course:
 - Prior to hire, or
 - Upon hire through the Florida Institute of Technology (FIT) RBT program
- Successful passage of the RBT certification exam
- Minimum of one (1) year of experience working as a Registered Behavior Technician
- Ability to remain in good standing with the Behavior Analyst Certification Board
- Ongoing compliance with all BACB ethical standards and supervision requirements

- Pass a criminal background check and abuse registry check as required by the BACB and Missouri DMH
- Complete 12 Professional Development Units (PDUs) per two-year recertification cycle as required by the BACB

Failure to maintain RBT certification, ethical standing, or required supervision immediately disqualifies the employee from the Lead RBT role.

Continuing Education & Professional Development

The BACB requires ongoing professional development as a condition of maintaining RBT certification. Effective January 1, 2026, the BACB has replaced the annual Renewal Competency Assessment with a professional development requirement. Lead RBTs must complete 12 Professional Development Units (PDUs) during each two-year recertification cycle.

PDUs may be earned through:

- BACB Authorized Continuing Education (ACE) provider events (workshops, webinars, courses)
- In-service trainings facilitated by a qualified BCaBA, BCBA, or BCBA-D
- University coursework in behavior analysis

Abilities covers the cost of continuing education required for RBT recertification, including PDUs, recertification fees, and approved training costs. Lead RBTs are responsible for tracking their PDU hours, maintaining documentation of completed professional development activities, and ensuring all requirements are met before their recertification deadline.

Lead RBTs must also maintain active supervision as required by the BACB, including a minimum of 5% of hours spent providing behavior-analytic services per calendar month, with at least two face-to-face contacts (at least one individual meeting).

Physical Requirements

Lead RBTs must be physically able to perform all job functions safely and without limitation. This includes:

- Respond to individuals in crisis, including physical aggression, self-injurious behavior, elopement, and property destruction
- Execute MANDT-approved physical interventions and restraints without hesitation when required by the BSP or in emergency situations
- Remain calm, focused, and professional during high-stress and physically demanding situations
- Team lift up to 100 pounds
- Walk, run, kneel, stoop, crouch, bend, and climb stairs
- Assist a fallen person from the floor with team support
- Sit or stand for extended periods during sessions, documentation, and office work

- Drive to and between ISL homes and community settings

Inability to safely perform physical interventions or respond to crisis situations may result in reassignment or removal from the role.

Technology & Computer Requirements

Lead RBTs must be able to independently:

- Use a computer or tablet to complete documentation, data entry, scheduling, and communication
- Type clearly and accurately enough to complete session notes, reports, and data summaries
- Send and receive work emails via Google Workspace (Gmail)
- Use Google Sheets for behavior data tracking, reporting, and Abilibucks management
- Log into and navigate required systems (SetWorks, BambooHR, WhenToWork)
- Use an internet browser for training and work-related tasks

These are conditions of employment. Lead RBTs who cannot meet technology requirements independently will be expected to develop proficiency within 30 days of hire.

Role Authority & Scope

Role

The Lead RBT functions as the implementation and coordination lead for Behavior Services, ensuring that behavior plans are carried out correctly, services are scheduled within policy, data is retained accurately, and staff receive appropriate support.

Scope of Authority

The Lead RBT has authority to:

- Schedule all RBT behavior service sessions using WhenToWork
- Approve or deny RBT session shift trades in accordance with agency scheduling policies
- Approve or deny RBT time-off requests in accordance with agency time-off policies
- Deny time off when:
 - There are excessive conflicts
 - Too many overlapping requests exist
 - Approval would result in uncovered authorized services
 - Other denial criteria outlined in agency policy are met
- Coordinate RBT workloads only within the weekly hours assigned by the Behavior Services Director
- Manage behavior data entry and retention systems
- Manage the Abilibucks store and tracking systems
- Clarify implementation steps from written Behavior Support Plans (BSPs)
- Provide DBT skills coaching to staff when referred

- Manage the shared RBT office workspace
- Approve or deny RBT requests to pick up DSP shifts, based on department needs

The Lead RBT does not have authority to:

- Track or determine HCBS authorizations or service units
- Adjust authorized hours or service intensity
- Conduct or interpret Functional Behavior Assessments (FBAs)
- Write, modify, or discontinue BSPs
- Make clinical determinations or diagnoses
- Approve or implement rights restrictions without due process
- Make employment or disciplinary decisions independently

All clinical authority remains with the Behavior Services Director.

Escalation Pathway

The Lead RBT must escalate concerns when:

- Clinical judgment is needed beyond implementation clarification
- Coverage gaps cannot be resolved through scheduling
- Service delivery is at risk due to staffing availability
- RBT performance, conduct, or ethical concerns arise
- Assigned hours cannot be scheduled as directed
- Abilibucks budget, policy, or operational issues exceed Lead RBT authority
- Documentation or authorization issues are identified

Escalation Pathway:

1. Behavior Services Director (BCBA)
2. Director of Residential Operations (as needed)

The Lead RBT is expected to identify, communicate, and escalate — not resolve clinical or personnel issues independently.

Core Responsibilities

1. Scheduling, Time Off & Shift Coordination

The Lead RBT is responsible for all scheduling of RBT behavior service sessions.

Responsibilities include:

- Scheduling RBT sessions in WhenToWork in accordance with:
 - Agency scheduling policies
 - Approved weekly hours provided by the Behavior Services Director
- Ensuring schedules:
 - Do not exceed assigned weekly hours
 - Support consistent service delivery
- Approving or denying session shift trades among RBTs per policy
- Approving or denying RBT time-off requests per agency time-off policies

- Communicating schedules and changes clearly to RBTs
- Alerting the Behavior Services Director immediately if:
 - Coverage gaps cannot be resolved
 - Assigned hours cannot be scheduled as directed
 - Service delivery is at risk due to staffing availability

2. Direct Service Delivery & Documentation

The Lead RBT provides direct, hands-on behavior services to individuals served. Like all RBTs, the Lead RBT carries a caseload and is responsible for completing assigned behavior service sessions in ISL homes and community settings.

Responsibilities include:

- Providing direct adaptive behavior treatment services to assigned individuals
- Implementing BSP strategies exactly as written
- Teaching replacement behaviors as outlined in the BSP
- Supporting individuals with dignity, respect, and person-centered care
- Responding to behavior using step-by-step response sequences written by the BCBA
- Collecting behavior data as defined in the BSP
- Submitting RBT session documentation per agency policy
- Ensuring documentation is accurate, timely, and completed the same day services occur when required

The Lead RBT is held to the same direct service and documentation standards as all RBTs.

3. Caregiver Training & Support (Implementation Only)

The Lead RBT may train caregivers in implementation of written behavior plans, consistent with all RBT scope requirements.

The Lead 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
- Follow step-by-step response sequences written by the BCBA
- Collect data as defined in the BSP
- Maintain consistency across shifts

The Lead RBT may not train a caregiver to:

- Determine why a behavior is occurring
- Change, interpret, or adjust BSPs
- Create new rules, consequences, or restrictions
- Decide when strategies should change, escalate, or fade
- Use unapproved physical or restrictive interventions

If caregiver questions require clinical judgment, the Lead RBT must pause and escalate to the Behavior Services Director.

4. Behavior Data Management & Retention

The Lead RBT is responsible for accurate, permanent behavior data management.

Responsibilities include:

- Collecting behavior data from RBTs using approved data sheets
- Entering collected data into designated Google Sheets for permanent retention
- Ensuring data is accurate, timely, clearly labeled, and organized
- Maintaining data integrity for clinical review and audit readiness
- Communicating data concerns or trends to the Behavior Services Director

The Lead RBT does not analyze or interpret data.

5. Abilibucks System Management (Internal Token Economy)

The Lead RBT manages the daily operations of the Abilibucks system, as implemented by the Behavior Services Director.

Responsibilities include:

- Managing Abilibucks store inventory
- Purchasing Abilibucks store items within the approved budget provided by the Finance Director
- Updating item availability and prices
- Maintaining and updating Abilibucks data collection sheets
- Ensuring tracking is accurate and current
- Clarifying caregiver questions regarding Abilibucks procedures
- Following all agency finance policies related to purchasing, receipts, documentation, and approvals

The Lead RBT does not independently change Abilibucks rules, structure, or budget.

6. Dialectical Behavior Therapy (DBT) Skills Coaching

The Lead RBT serves as a DBT skills coach for staff.

Responsibilities include:

- Providing DBT skills coaching to employees when referred following:
 - Crisis incidents
 - Behavioral difficulties
 - Emotional regulation challenges
- Supporting employees with DBT skills such as distress tolerance, emotional regulation, and interpersonal effectiveness
- Introducing DBT concepts to new hires during orientation
- Obtaining a signed consent form prior to providing DBT coaching

- Submitting the signed consent form to Human Resources for permanent retention in the employee's personnel file

DBT coaching is educational and supportive only. It is not therapy, not billable, and not documented as clinical treatment.

7. Shared Office Space Management & Confidentiality

The Lead RBT is assigned a desk within a shared office space with the RBT team and serves as the manager of that workspace.

Responsibilities include:

- Ensuring the shared office remains professional, organized, and work-appropriate
- Holding RBTs accountable for professional conduct in the office
- Enforcing strict confidentiality, including:
 - No discussion of individuals served in unsecured spaces
 - No visible PHI on desks, screens, or whiteboards
 - Secure handling of documents and electronic data
- Addressing confidentiality or conduct concerns immediately
- Escalating repeated or serious concerns to the Behavior Services Director

8. Meeting Attendance, Minutes & Documentation Coaching

The Lead RBT is expected to attend all required meetings and coordinate service coverage when possible. When coverage is not possible due to staffing or scheduling constraints, the Lead RBT must communicate that to the Behavior Services Director in advance.

Responsibilities include:

- Attending weekly RBT group supervision meetings with the Behavior Services Director (BCBA)
- Taking meeting minutes at group RBT supervision meetings and uploading them to Google Drive > 2026 Meeting Minutes
- Attending weekly individual supervision meetings with the BCBA
- Attending house meetings as required
- Coordinating RBT session coverage in advance when meetings conflict with scheduled services, when possible
- Communicating to the Behavior Services Director when coverage cannot be arranged
- Coaching RBTs on correct documentation practices, including:
 - Accurate use of service codes in SetWorks documentation
 - Session note content, formatting, and timeliness standards
 - Identifying and correcting documentation errors before submission

9. Professional Conduct & Ethics

The Lead RBT is required to:

- Adhere to all BACB ethics and conduct requirements

- Follow all agency policies, including:
 - Code of Conduct
 - Confidentiality and HIPAA
 - Attendance and timekeeping
 - Drug and alcohol policy
- Model professionalism, ethical behavior, and accountability
- Maintain appropriate boundaries
- Escalate ethical concerns, scope issues, implementation barriers, repeated policy violations, or confidentiality concerns immediately

10. Accountability Summary

The Lead Registered Behavior Technician is accountable for:

- Accurate scheduling of RBT services in WhenToWork
- Appropriate approval or denial of shift trades and time off per policy
- Completion of direct service sessions and documentation
- Coaching RBTs on correct documentation practices and service codes
- Accurate behavior data entry and permanent retention
- Operational management of the Abilibucks system within Finance guidelines
- Ethical conduct and professional role modeling
- DBT skills coaching with proper consent and documentation
- Professional management of the shared RBT office space
- Meeting attendance, minutes documentation, and proactive coverage coordination
- Prompt escalation of concerns to the supervising BCBA

Values

All Abilities employees are expected to embody the agency's core values. For the Lead RBT, this means:

- **Integrity:** Schedule honestly, document accurately, and follow policy even when it's inconvenient. Your team watches how you handle the hard calls — shortcuts at the top become the standard everywhere else.
- **Community:** You are the connector between the BCBA and the front line. Keep communication clear, support your RBTs, and make sure no one is working in a vacuum. A strong department starts with a Lead who shows up for their team.
- **Empathy:** Remember that every data point is a person. When you coach staff, manage a crisis, or clarify a BSP, you are directly shaping the quality of someone's daily life. Lead with that awareness.

Acknowledgment & Signature

By signing below, I acknowledge that I have received, read, and understand this job description. I understand the responsibilities, expectations, and scope of the Lead Registered Behavior Technician position at Abilities LLC. I agree to perform my duties in accordance with this job description, the BACB RBT Ethics Code (2.0), the General Agency Handbook, and all Behavior Department-specific policies.



I understand that this job description is not an employment contract and does not alter my at-will employment status. Abilities LLC reserves the right to modify this job description at any time.

Employee Signature: _____ Date: _____

Employee Name: _____