

**Job Title:** Registered Behavior Technician (RBT)

**Department:** Behavior Services

**Day-to-Day Direction:** Lead Registered Behavior Technician (Lead RBT)

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

**FLSA Status:** Non-Exempt (Hourly)

**Work Schedule:** Part-Time or Full-Time; Variable; based on authorized services and department needs

**Work Location:** Varies, based on services and needs

**On-Call Requirement:** None

### Position Summary

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The Registered Behavior Technician (RBT) is responsible for the direct implementation of Behavior Support Plans (BSPs) under the supervision of a Board Certified Behavior Analyst (BCBA). RBTs provide hands-on behavior services, support skill acquisition, collect data, and coach caregivers in implementing written behavior strategies in Individual Supported Living (ISL) and community settings.

### Position Purpose

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RBTs are front-line leaders and role models. Their professionalism, communication, and conduct directly influence Direct Support Professionals (DSPs), ISL Management, and the overall culture of the home. RBTs are expected to conduct themselves accordingly at all times.

All services are delivered within BACB scope of practice, HCBS authorization, and agency policy.

### Qualifications

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#### Minimum Qualifications

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

- Be at least 18 years old
- Have a high school diploma or GED
- 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
- Active RBT certification in good standing
- Ability to remain in good standing with the Behavior Analyst Certification Board
- Ability to meet supervision, ethics, and documentation requirements
- Practice strictly within the RBT scope of practice
- Immediately escalate ethical concerns, scope questions, or safety issues to the Lead RBT or supervising BCBA

- Pass a criminal background check and abuse registry check as required by the BACB and Missouri DMH
- Valid driver's license and current auto insurance (must provide a copy to HR for the employee file) at hire and when the employee's insurance renews
- Comply with all BACB RBT Ethics Code (2.0) requirements
- Complete 12 Professional Development Units (PDUs) per two-year recertification cycle as required by the BACB

Abilities pays you your hourly wage for all required training, including the 40-hour RBT course and the time you spend taking the exam.

Employment is contingent on completing the 40-hour RBT training, competency assessment, and certification application within 90 days of hire.

Failure to maintain certification or ethical standing may result in removal from the 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. 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. 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.

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).

Failure to complete required continuing education or maintain active certification may result in inability to provide billable behavior services and may be grounds for corrective action or removal from the role.

## Physical Requirements

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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 and documentation
- 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

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RBTs must be able to independently:

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

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

## Role Authority & Scope

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### Role

The RBT functions as an implementation specialist, responsible for carrying out behavior strategies exactly as written and supporting consistency across caregivers and settings.

### Scope of Authority

The RBT may:

- Implement Behavior Support Plans (BSPs) exactly as written

- Carry out intervention procedures designed by the BCBA
- Teach replacement behaviors identified in the BSP
- Implement skill acquisition programs (communication, coping, daily living skills)
- Use proactive and preventative strategies outlined in the BSP
- Apply approved de-escalation steps included in the BSP
- Collect and record behavior data as defined in the BSP
- Clarify implementation steps for caregivers based on written plans

The RBT may not:

- Conduct or interpret Functional Behavior Assessments (FBAs)
- Modify, create, or discontinue BSPs
- Determine behavioral function
- Make clinical judgments or diagnoses
- Decide service intensity, frequency, duration, or authorization
- Determine HCBS service codes or units
- Implement rights restrictions unless explicitly authorized and documented
- Improvise strategies not written in the BSP

All clinical authority remains with the supervising BCBA.

### Escalation Pathway

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The RBT must escalate concerns when:

- Behavior exceeds what is addressed in the BSP
- Implementation is not feasible due to staffing, environment, or safety
- Caregivers are unable to implement strategies safely
- Ethical or scope concerns arise
- Documentation or authorization issues are identified

### Escalation Pathway:

1. Lead Registered Behavior Technician
2. Behavior Services Director (BCBA)
3. Director of Residential Operations (as needed)

RBTs are expected to **pause and escalate, not improvise.**

If an RBT cannot answer a staff member's question about an individual's behavior or treatment, that is the RBT's cue to contact the Behavior Services Director (BCBA). RBTs never guess. When in doubt, pause and contact the supervising BCBA for direction.

### Core Responsibilities

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### **1. Direct Service Delivery**

The RBT is responsible for:

- Completing assigned behavior service sessions
- Implementing BSP strategies exactly as written
- Supporting individuals with dignity, respect, and person-centered care
- Teaching replacement behaviors as outlined in the BSP
- Responding to behavior using step-by-step response sequences written by the BCBA

### **2. Documentation Requirements**

The RBT is responsible for:

- Completing session documentation for all billable behavior services
- Ensuring documentation is:
  - Accurate
  - Timely
  - Completed per agency policies
- Documenting only services delivered
- Reporting documentation or authorization concerns immediately

Failure to complete documentation as required is a compliance issue.

### **3. Caregiver Coaching & Support (Implementation Only)**

RBTs may coach caregivers only in implementation of written behavior plans.

An RBT may coach 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

An RBT may not coach 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 RBT must pause and escalate.

### **4. Shared Office Space & Professional Conduct**

RBTs are assigned a shared desk in the shared RBT office space and are expected to conduct themselves professionally in that environment.

Expectations include:

- Maintaining a professional, organized, and work-appropriate workspace
- Using appropriate language and tone at all times
- Maintaining strict confidentiality:
  - No discussion of individuals served in unsecured or public spaces
  - No visible PHI on desks, screens, or whiteboards
  - Secure handling of all written and electronic data
- Following direction from the Lead RBT regarding shared space use

Failure to adhere to office conduct or confidentiality expectations will be addressed as a performance issue.

### **5. Agency Policies & Expectations**

RBTs must comply with the General Agency Handbook and all Behavior Department-specific policies, including but not limited to:

- Attendance and time off
- Code of Conduct
- Confidentiality and HIPAA
- Drug and alcohol policy
- Background check requirements
- Documentation standards
- Communication expectations

Violation of agency policy may result in corrective action.

### **6. BACB RBT Ethics Code (2.0) Compliance**

All RBTs at Abilities are required to know, understand, and comply with the BACB RBT Ethics Code (2.0), effective January 1, 2022, and any subsequent updates. The RBT Ethics Code applies to all behavior-technician activities across all settings and modalities. Lack of awareness or misunderstanding of the standards is not an excuse for failing to comply. RBTs must be familiar with the four core principles that serve as the foundation of the RBT Ethics Code: benefit others; treat others with compassion, dignity, and respect; behave with integrity; and ensure their own competence.

### **7. Accountability Summary**

The Registered Behavior Technician is accountable for:

- Ethical, compliant delivery of behavior services
- Accurate implementation of BSPs

- Timely, same-day documentation
- Appropriate caregiver coaching within scope
- Professional conduct and role modeling
- Confidentiality and data protection
- Compliance with agency policies
- Prompt escalation of concerns
- Adherence to the BACB RBT Ethics Code (2.0)
- Completion of required continuing education and maintenance of active RBT certification

### Training Cost Recoupment

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Abilities, LLC will cover all costs and fees associated with obtaining the RBT certification. We make that investment up front because we are committed to you and to building a lasting working relationship. The costs we cover on your behalf are:

- **40-hour RBT course fee:** \$149.00
- **Certification application processing fee:** \$50.00
- **Exam appointment fee:** \$45.00
- **Exam prep application:** \$7.00
- **Paid training:** \$700.00
- **Total costs and fees:** \$951.00

If your employment with Abilities ends within your first 12 months because you resign or are terminated for cause, you agree to repay these training and certification costs, up to the full amount. Abilities will recover what you owe through an automatic payroll deduction at the end of your employment. That deduction will not reduce your final pay below the applicable minimum wage for the hours you worked.

### Values

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

- **Integrity:** Follow BSPs exactly as written. Document only what actually happened. Do not guess, improvise, or cut corners, even when no one is watching. If something is unclear, ask.
- **Community:** Be a reliable teammate to DSPs, ISL management, and fellow RBTs. Show up prepared, share information, and support the people around you. The way you carry yourself in a home sets the tone for the entire shift.
- **Empathy:** See the person, not the behavior. Every individual you work with has preferences, frustrations, and a life beyond their BSP. Treat them with the same dignity and respect you would expect for yourself or your own family.



**Acknowledgment & Signature**

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By signing below, I acknowledge that I have received, read, and understand this job description. I understand the responsibilities, expectations, and scope of the 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: \_\_\_\_\_

**Update History**

Date of Change	Summary of Change(s)
June 24, 2026	Removed the DSP Shift Pickup section and all references to RBTs working direct care shifts (BACB role conflict); Added a Training Cost Recoupment section; Integrated the retired RBT Job Offer content, added a Minimum Qualifications bullet for a valid driver's license and current auto insurance a statement that Abilities pays the employee's hourly wage for all required training, and the contingency that employment depends on completing training, competency assessment, and certification application within 90 days of hire; Changed all RBT-to-caregiver language from "train" to "coach," including the Section 3 heading (now Caregiver Coaching & Support).