

Behaviour Technician Assistant

Position Overview

The Behaviour Technician Assistant will support other members of the Looking Ahead team during Applied Behaviour Analysis (ABA) therapy sessions, group sessions or administrative organization and prep tasks. The main responsibilities of this role include supporting clients during non-therapy times and providing material assistance to the clinical team, such as preparing therapy materials, centre organization and support. This position offers the student an opportunity to gain hands-on experience in ABA therapy while collaborating closely with Behaviour Technicians and other members of the team to support client growth and learning.

Treatment

- Familiarizes self with client by reviewing all relevant intake materials and current plan of care
- Implements assigned tasks consistently and with fidelity as outlined in the plan of care
- Collaborates with Clinical Supervisor on treatment interventions as appropriate to scope of experience
- Maintains excellent working relationships and satisfaction with all members of the treatment team and external stakeholders

Operational

- Notifies supervisor immediately of any critical incidents
- Completes all required documentation accurately and in a timely manner
- Completes cleaning procedures for materials between use
- Attends all required meetings and trainings
- Communicates promptly with supervisor and client and/or caregiver when unable to attend a scheduled session
- Responds to emails and phone calls within one (1) business day

Professionalism

- Adheres to the mission, vision, values, policies, and procedures of *Looking Ahead Clinical Services*
- Protects the privacy and security of the client's protected health or other personally identifiable information (PHI and PII)
- Maintains confidentiality of information regarding clients and their families, corporate financial matters, employees, and other issues of a sensitive nature
- Conducts themselves according to the professional and ethical guidelines of the company, as well as the licensing or certification boards and professional organizations that are consistent with one's degree and training
- Maintains licensure or certification or makes adequate progress towards completion of the requirements for licensure or certification
- Maintains ongoing communication with supervisor and colleagues. Discusses problems or concerns with supervisor as appropriate
- Attends regularly scheduled staff meeting and other meetings as required by the Supervisor
- Submits bimonthly timesheet logs accurately and on time
- Completes all documentation accurately and timely (e.g., session notes, treatment plans, performance evaluations, etc.)
- Demonstrates effective organizational and time management qualities to meet necessary timelines
- Performs other duties, responsibilities and special projects as assigned by the supervisor, Director or other member of management
- Assists in promoting a good public image of *Looking Ahead Clinical Services*, its clients and staff, and demonstrates an understanding of the philosophy, mission, and values of *Looking Ahead Clinical Services*.
- Maintains appropriate professional boundaries when working with families and other stakeholders

Essential Qualifications

- Bachelor's degree in human service or healthcare field or Ontario College Graduate Certificate in Autism & Behavioural Science in progress
- Excellent written and verbal communication skills
- Strong time management skills
- Able to work independently and as part of a multidisciplinary team
- Proficient in Office 365 (Word, Excel, Outlook)
- Comfortable to learn new technologies (such as practice management or data collection software)
- Must be able to physically assist clients during an emergency
- May be required or requested to physically assist clients with activities of daily living, personal hygiene, or self-care tasks

Other Requirements

- Vulnerable Sector Criminal Reference Check (within the last six months)
- Non-violent Crisis Intervention Training (or similar)

Commitment to Inclusion

We are committed to fostering an inclusive, equitable, and accessible workplace where all employees feel valued and respected. Our hiring practices are designed to reduce bias through structured interviews, standardized evaluation criteria, and ongoing training for hiring managers on equitable decision-making. We welcome applicants from diverse backgrounds and provide accommodations throughout the recruitment process upon request to support full participation.