CARES Clinic Assistant Manager

Job Code 50017120

General Description
Responsible for assisting the manager with the daily operations of the Clinic for Autism Research Evaluation and Support (CARES).

Examples of Duties
Serve individuals with Autism.
Solicit clients for the clinic for the purpose of providing training opportunities and service to the community.
Provide CARES educational services to individuals with autism, their families, and those who serve them.
Assist with coordination and implementation of CARES activities that reflect the evidence-based practices being taught in related graduate courses.
Provide training and research opportunities. Participate in CARES development activities.
Provide input to annual budget development process.
Assist with training graduate students regarding compliance with university, federal, and BCBA requirements.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- University policies and procedures, autism and the educational applications of applied behavior analysis (ABA) with individuals with autism, Texas public school educational requirements, Texas Health and Human Service Department) functions, HIPPA, FERPA, BACB requirements and functions.

Skill in:
- Writing and preparing clear, concise, grammatically correct service reports, clinic documents, advertising materials, and e-mails, identifying educational deficits for clients and prescribing a treatment plan.

Ability to:
- Interpret and apply complex descriptions of applied behavior analysis applications, HIPPA and FERPA regulations, contract information, and school district and agency records, to apply evidence-based education practices and use applicable computer software.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Requires Board Certification in Behavior Analysis (BCBA) certification.