CARES Clinic Manager

Job Code 50017119

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

Examples of Duties
Provide direct special education services.
Supervise special education graduate students in the clinic.
Provide CARES educational services to individuals with autism, their families, and those who serve them.
Coordinate CARES activities.
Provide training and research opportunities. Participate in CARES development activities.
Assist with annual budget development.
Ensure compliance with HIPPA and FERPA requirements, Behavior Analysis Certification Board 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.

Reviewed on 5/17