



Green Light PBS Ltd. , Mor Workspace, Treloggan Lane, Newquay, Cornwall, TR7 2FP  
t: +44 (0) 1637 416 444 e: [info@glpbs.com](mailto:info@glpbs.com) w: [switchedoncare.com](http://switchedoncare.com)

## Board Certified Assistant Behaviour Analyst Job Description

About Green Light PBS Ltd.

**Vision** “a varied & developmental lifestyle”

**Mission** “empowering people to achieve a lifestyle they are proud of”

Established in 2009 [Green Light](#) provides high quality autism care and support in Cornwall. We are now supporting people with the following needs:

- Autism & Asperger Syndrome	- Epilepsy
- Learning Disability	- Prader-Willi Syndrome
	- Associated Challenging Behaviour

Since forming we have created individual packages of support for 50 people with autism, opened 14 new registered homes, created over 260 new jobs.

To provide current and future customers with the best possible quality of service, we are creating the following position on our senior team:

- Job title:** Assistant Behaviour Analyst
- Job Type:** Full time permanent contract
- Salary:** By negotiation
- Reports to:** Board Certified Behaviour Analyst
- Location:** South West - Devon & Cornwall
- Purpose:** Increase Prosocial Behaviour

## **Key Responsibilities, Tasks & Outcomes**

### **Workforce/Employee Needs**

We aim to develop a Competent Values-Led Workforce, Capable of Providing Quality Outcomes & Experiences to Customers with Complex Needs. To achieve this we expect the appointed person to assist in the following areas (under the supervision of the Board Certified Behaviour Analyst):

- Shaping Workforce Skills to be Aligned with Customer Needs
- Design & Delivery of Training (PBS/ABA/PCP/Prosocial)
- Development & Review of Policy Framework Supporting ABA/PBS/Prosocial Behaviour
- Development of Systems to Improve Understanding of Customer Needs, e.g. cloud based training, data collection & feedback systems
- Training, Coaching & Nurturing of Local Leadership and Customer Facing Employees
- Representing Green Light at professional meetings, conferences, seminars, workshops, etc. locally and nationally

### **Customer Needs**

We aim to provide a service that empowers people with complex needs to achieve a lifestyle they are proud of. To achieve this we expect the appointed person to assist in the following areas (under the supervision of the Board Certified Behaviour Analyst) :

- Conducting Initial Needs Assessments locally and nationally
- Service Design, Implementation & Review
- Support Planning - Design, Implementation & Review
- Functional Assessment/Analysis, Positive Behaviour Support Plans, Data Collection & Interpretation
- Liaison with Local Leadership and Customer Facing Employees to ensure customers experience a good level of understanding & responsiveness to their needs.

**In addition to the above, you will be expected to:**

- Attend line management supervision & senior team meetings
- Maintain professional development in ABA/PBS/prosocial & undertake any training required
- Stay abreast of current legislation, research and practice
- Work flexibly to accommodate customer needs.
- Travel nationally, which may require overnight stays
- Contribute to the development & improvement of Green Light's services
- Undertake other duties as required by Green Light

### Person Specification

	Essential	Desirable
<b><u>Qualifications</u></b>		
Masters level qualification in Applied Behaviour Analysis	Y	
BCaBA or working towards this		Y
Relevant degree: e.g. Psychology	Y	
<b><u>Experience</u></b>		
Experience of consulting to individuals with autism using the principles of Applied Behaviour Analysis and Positive Behaviour Support	Y	
Experience of working with people with autism in behaviour assessment	Y	
Experience of training professionals in the principles of ABA.	Y	
<b><u>Skills</u></b>		
Assess and develop specific programmes for skill acquisition and behaviour change	Y	
Commitment to the principles of ABA and continuing professional development	Y	
Can demonstrate excellent theoretical and practical ABA/PBS skills	Y	
Work under the supervision of a BCBA	Y	
Work as part of a team	Y	
To provide support and training	Y	
Able to create and modify data sheets, programme guidance and stimuli	Y	
Excellent listening, verbal & written communication skills.	Y	
To participate in the organisations on call support system	Y	
Ability to follow written instructions & adhere to company policy.	Y	
Excellent organisational & problem solving skills.	Y	

<b><u>Personal qualities</u></b> To recognise & respect the importance of diversity of individuals.	Y	
Ability to think analytically and apply problem-solving techniques	Y	
Promote equality and diversity approaches in practice.	Y	
Able to work as an effective member of the management team & communicate with all relevant parties in the required time frames.	Y	
Discreet, diplomatic & able to treat information confidentially.	Y	
Tenacious and confident in delivering improvement with others.	Y	
Able to act on one's own initiative and be decisive in decision making when appropriate.	Y	
High levels of personal motivation with the ability to motivate others.	Y	
Committed to safeguarding and the provision of providing first class care for vulnerable people.	Y	
Pay attention to detail and with the ability to follow up and see actions through to completion translating policies into practice to effect change.	Y	
<b><u>Other</u></b> Good health & work attendance records.*	Y	
Good stress tolerance levels.	Y	
Valid driving licence & use of car.	Y	
Good physical fitness in order to move & implement physical interventions for individuals to minimise risks to self and others.	Y	

#### Key

<b>A</b>	<b>Application form</b>	
<b>I</b>	<b>Interview</b>	