**AREA COORDINATOR** – JOB DESCRIPTION

COMPANY NAME is dedicated to providing high-quality, life-changing therapy to individuals with special needs. Area Coordinators have a key role in this mission and are responsible for coordinating behavior analysis services in their assigned Area. This entails recruiting and training staff, mentoring Regional and Clinical Directors ensuring quality behavioral services are provided, managing client capacity and expanding COMPANY NAME’s services. In addition, the Area Coordinator will adhere to policies and procedures set forth by COMPANY NAME and their Contractor Agreement.

Responsibilities

* Abide by the Professional and Ethical Compliance Code set forth by the Behavior Analysis Certification Board ®
* Maintain compliance with HIPAA across service locations
* Support Regions with personnel needs by recruiting, interviewing, hiring, and ensuring the onboarding process occurs in a timely manner. Communicate on an ongoing basis with prospective hires, new hires, Regional Directors and Clinical Directors during the hiring/onboarding process.
* Support Regions with incoming client needs by making initial contact with parents/guardians, determining behavioral needs and requested schedule; communicate parent/child information to Regional/Clinical Director to determine Region’s ability to assign client.
* Troubleshoot authorization issues between Regions and ABA Billing. Ensure compliance with authorization deadlines/dates are met.
* Facilitate marketing and expansion efforts to new regions, schools and/or facilities in accordance with COMPANY NAME protocols.
* Coordinate collaboration, resource sharing, expert consultation among Regions.
* Provide Regional/Clinical Directors with feedback including specific strategies and supports to effectively manage behavioral staff.
* Conduct observations of behavioral staff across Regions; provide feedback directly to staff and to supervisors. If treatment implementation issues are noted, work with Regional or Clinical Directors to develop a professional support plan.
* Determine staff training needs in collaboration with Regional and Clinical Directors and staff request; coordinate provision of training to staff.
* Support Regions in developing and implementing systems and processes that will enable more efficient/effective delivery of behavioral services.
* Participate in Regional Director’s calls to support directors and determine current needs in each Region.
* Ensure that all Regions maintain current staff rosters (including required training dates) and current client spreadsheets including BASP due dates.
* Ensure that Regions communicate regularly and systematically with all parents and teachers/principals at school sites.
* Make consistent observational visits to each Region, talking with Directors, behavioral staff, and ensuring that behavioral services are being implemented efficiently and with fidelity.
* Conduct consistent social validity interviews with parents of enrolled clients and school/agency personnel in sites where COMPANY NAME has placed behavioral personnel to determine satisfaction with COMPANY NAME.
* Brainstorm solutions with Regional/Clinical Directors for ongoing problems in each Region.
* Conduct Fidelity of Treatment Checks for current behavioral plans in each region; provide feedback to Regional/Clinical Directors about fidelity of intervention treatment.
* Facilitate conflict resolution in each Region, especially as Chain of Command in issues directly related to Clinical or Regional Directors.
* Act as liaison with federal and state-based government agencies, non-profit entities and private community-based resources to support and expand on COMPANY NAME’s vision for providing comprehensive care and integration for all clients.
* Facilitate Regional sharing of programmatic resources including: behavioral assessments, templates, curriculum, etc.
* Complete other duties as assigned by COMPANY NAME Leadership