



Job Description and Responsibilities: Therapist

Job Requirements/ Eligibility

At least a High school education

Completed all training necessary on a case provided through CBS

Completed all required office training and RBT training provided through CBS

Direct Therapy

- Provide 1:1 ABA therapy
- Implement Behavior Plans
- Complete all current and maintenance programs
- Help with routine daily self help skills for your child
- Interact with your child whenever appropriate
- Always watch or keep your child safe at all times
- Engage all children in interactive play during breaks and down time
- Have an open schedule to work wherever needed on the times you specified previously
- Shadow cases to keep up to date on changes

Other Responsibilities

- Provide support for cases that may need two therapists due to behaviors
- Update Catalyst as necessary
- Complete VB-MAPP's and Barrier assessments on children as needed

Administration

- Complete data by the end of the shift
- Complete, Sign, and submit Charge Sheets and Session Notes on time

Collaboration

- Communicate with Case Manager about problems or concerns
- Communicate with Program Manager about program updates or problems, behavior plans, or data
- Communicate with BCBA about and program, behavior or data concerns
- Communicate with anyone in management in an effective and timely manner
- Communicate with all members of a child's team to ensure success for the child



Crystal's Behavior Solutions
Helping Kids Connect in the World

2630 S. Arlington Ave.
Indianapolis, IN 46203
Phone: (317) 522-1956
Fax: (317) 522-1956

Family Relationship

- Communicate with Parents about general everyday things in a polite and appropriate way
- Provide Parent Coaching as necessary

General

- Uphold all policies and Procedures

CONFIDENTIALITY:

- Product/Program development
- Business strategies
- Product/Program information
- Details of security system
- Client/Customer information
- "Trade secrets"
- Legal matters

REQUIRED PHYSICAL AND VISUAL REQUIREMENTS: *The physical demands described here are representative of those that **must** be met by an employee to successfully perform the essential functions of this job.*

Working hours in normal workweek – 40 work hours

Physical Activity

- Walk, sit, climb, balance, taste and smell 1/3 to 2/3 of the time
- Stand, use hands to finger, handle, feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear over 2/3 of the time

Lifting Requirements

- Must be able to lift more than 100 pounds under 1/3 of the time

Environmental Conditions

- Outdoor weather conditions under 1/3 of the time
- Moderate noise work environment
- Most of your time will be spent in a vehicle, client's homes, schools, outside, in playground and day care facilities



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Crystal's Behavior Solutions - Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been arrested or convicted of a crime that has not been expunged by a court? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____

Address: _____

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Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

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Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____