

NIAGARA UNIVERSITY
JOB DESCRIPTION`

NAME: Vacant
DATE: February 2022
JOB TITLE: Applied Behavior Analysis Supervised Fieldwork
Coordinator
FLSA STATUS: EXEMPT
JOB STATUS: REGULAR PART TIME
JOB CLASS: ADMIN2
WORK LOCATION: TBD
**TITLE OF IMMEDIATE
SUPERVISOR:** Department Chairperson
DEPARTMENT: Counseling and Applied Psychology
SECTOR College of Education

JOB SUMMARY:

1. Maintain all contracts for clinical placements within the ABA program. Each contract involves approximately one-hour meeting to facilitate a thorough understanding of the relevant licensure and program requirements, as well as contractual agreement to provide such. Non-local placements will be conducted via scheduled phone.
2. Introduce the clinical process in first-year courses to explain the field placement process, expectations, and responsibilities.
3. Conduct on-site or telephone evaluation conferences with candidates and supervisors as needed and at the end of each semester.
4. Collect and track evaluation documents, work logs, and insurance liability proof.
5. Maintenance of the electronic candidate evaluation platform used by the university and field sites to facilitate the paperless evaluation of candidate performance. This function includes the input of sites into the platform, release of evaluations, and review of candidate performance feedback.
6. Engage in additional training as needed with field placement platform technology.
7. Collaborate with faculty, candidates, and supervisors in matters of conflict resolution as needed.
8. Collaborate with faculty on relevant College, Department, and Program-level issues/committees.

ESSENTIAL DUTIES: Above

GENERAL DESCRIPTION:

% of Time

50% Outside collaboration with field placement sites regarding contracts, candidate performance, etc.

20% In-house collaboration with faculty, candidates, and committees.

30% Management of required documentation and data platforms.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the Applied Behavior Analysis profession.
2. Ability to master data platform technologies.
3. Strong interpersonal communication and problem-solving skills.

ERGONOMIC REQUIREMENTS:

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, computer software applications, and calculator, involve the extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

QUALIFICATION STANDARDS:

Master's degree

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

Revised: February 2022