

**Job Title:** Early Childhood Program (ECP) Coordinator

The ECP Coordinator will work in conjunction with the Clinical Supervisor to ensure the Early Childhood Program runs smoothly and efficiently. The ECP Coordinator will be responsible for any pre/post-program meetings, ensures smooth communication throughout the program, and assists the Clinical Supervisor with program implementation. The ECP Coordinator will also work directly with clients and provide direct one-on-one behavioral interventions to teach communication, social, daily living skills, and reduce problematic behaviors in the program.

**Major Duties:**

- Support Clinical Supervisor with program implementation.
- Develop and implement training for the early childhood staff in conjunction with the training department.
- Ensures proper communication throughout the program
- Runs pre and post-program meetings with the team
- Manages early childhood program in the absence of the BCBA as needed
- Provide direct care to clients within the program
- Accurately collect data based on current programming.
- Follow the treatment plan goals and interventions utilizing sound judgment and seek out appropriate consultation.
- All other duties as assigned

**Skills and Competencies:**

- Proficient in the use of various computer programs, including Microsoft Office, Google Suite, and other data collection programs specific to our industry.
- Confident communication skills for interactions with client caregivers.
- Excellent written communication skills for Session notes and other forms of documentation.

**Physical Requirements**

- Ability to block, move or lift a child up to 60lbs of weight and keep them safe in the process.
- Ability to climb stairs while supporting/shadowing an individual to teach this behavior and ensure their safety.
- Ability to model and teach daily living skills.
- Ability to meet/work with clients at various locations, including but not limited to their homes (primary location), schools, etc.

**Education**

- High school diploma or equivalent required
- Associates degree in Psychology or related fields is preferred
- Registered Behavior Technician Certification is required

Please email your resume to [hr@connectplustherapy.com](mailto:hr@connectplustherapy.com)