



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Behavioral Analyst

DEPARTMENT: Special Education Needs Services

MINISTRY: Education, Youth, Sports, and Culture

LOCATION: Providenciales

JOB SUMMARY:

This is a professional position responsible for assessing, developing, and implementing individualized behavior intervention plans for children and individuals with developmental, emotional, or behavioral challenges. The analyst will apply principles of Applied Behavior Analysis (ABA) to improve communication, social, academic, and adaptive living skills, while also working to reduce behaviors that interfere with learning or daily functioning. The position requires conducting functional behavior assessments, collecting and analyzing data, training support personnel, and continuously monitoring the effectiveness of behavior support strategies in accordance with professional standards governing the facility and their discipline.

KEY DUTIES AND RESPONSIBILITIES:

1. Conducting initial consultations with the client, where you may perform diagnostic assessments;
2. Meet with families, educators and other collateral individuals to obtain better insight into clients' presenting concerns as needed.
3. Formulate an appropriate treatment plan that is sensitive to clients' cognitive, social, emotional and sensory needs;
4. Administer treatment and tailor interventions within individual and/or group settings as needed;
5. Recommend additional treatment by other professionals as required;
6. Monitor and evaluate client's progress;
7. Write and maintain confidential client case notes and reports as well as information for clients, carers and other professionals;
8. Managing a caseload taking account of priority cases, waiting lists, successful outcomes, referrals and discharge of services users;
9. Evaluate client's home or school, and based on the patient's health needs identify potential improvements;
10. Remain abreast of changes in research on evidence-based practices
11. Advocating for the inclusion of individuals with disorders and disabilities within society;





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12. Work with others to provide the effective service delivery;
13. Conduct personal development reviews with colleagues;
14. Set organizational and personal objectives;
15. Plan and deliver training sessions to schools and/or parent groups.
16. Contribution to the implementation and evaluation of projects and developments;
17. Undertaking clinical audit through the collation or statistical, financial and other related data;
18. Contribute to team effort by accomplishing related results as needed;
19. Adhere to all public service codes, rules and regulations;
20. And any other related tasks which may be assigned by the job holder's Head of Department.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Master's Degree in applied behaviour analysis, behavioral therapy or related field
- Accreditation as a behaviour analyst with Specialized training in the area of Special Needs.
- Registration as a Behavioural Analyst from country of training or origin, and possesses and maintains a current license

Experience

- The position requires five (5) years' experience providing therapeutic services.

SALARY: Grade 9 - \$75,363 per annum plus allowances

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.





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Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

