JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Pediatric Behavioral Health Technician I

Job Code: 10342

Salary Grade: 15

FLSA Status: Non-Exempt

Job Family: Health Services

Job Subfamily: Behavioral Health

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Delivers assigned behavioral interventions and direct care to young children in a clinical or educational setting under close supervision. Records behavioral data, maintains program materials, and supports daily childcare routines following standard procedures.

Job Responsibilities

1. Delivers assigned behavioral interventions targeting communication, social skills, play skills, and self-help skills in one-on-one sessions.
2. Collaborates with families or caregivers and team members to support treatment delivery in home and community settings.
3. Confers with teachers, counselors, and supervisors to resolve children's behavioral problems.
4. Records behavioral data on designated forms during treatment sessions and completes daily progress notes.
5. Organizes and prepares program materials and supplies for scheduled activities.
6. Maintains a safe and clean learning environment across assigned areas.
7. Prepares snacks, feeds children, and assists with toileting and hygiene routines.
8. Supports general office tasks such as filing, copying, and answering phones.

Minimum Requirements

Required Education & Experience:

- Education: High School or GED
- Experience: 0 years

Required Certifications or Licenses:

- Registered Behavior Technician (RBT) Certification from Behavior Analyst Certification Board.
- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire).

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates baseline working knowledge of routine work processes, job responsibilities, procedures, and tools.
- Communication & Collaboration: Practices baseline principles of listening, and clear written/verbal communication.
- Problem Solving: Performs functions that are routine in nature and follows standard procedures.
- Autonomy: Follows standard principles and guidelines with little to no latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Clinical, laboratory, or patient-care environment.
- May involve exposure to biological specimens, infectious materials, chemicals, or hazardous agents, requiring adherence to safety protocols and use of personal protective equipment.
- Prolonged standing, walking, and repetitive motion; may require lifting or moving of patients, specimens, or equipment.
- May include evening, weekend, or on-call hours.

- This position has been designated as safety-sensitive.

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