



5910 S University Blvd. C-18, Suite 149

Greenwood Village, CO 80121

info@treelinepass.org

www.treelinepass.org

Organization Name: Treeline Pass

Job Type: Full time or part time

Classification: Nonexempt (hourly)

Job Title: Behavior Technician

Reports To: Clinical Supervisor

Location: Englewood, Colorado

Setting: Adult Day Program

Updated: March 2025

Working Hours: 8:00 am – 4:00 pm Monday through Friday – hours may vary

Mission Statement: Treeline Pass is committed to empowering adults with autism and developmental disabilities to cultivate lives rooted in purpose, joy, and growth in an inclusive community environment.

Summary: The Behavior Technician is an essential position within the organization as they spend the most contact time with clients. The Behavior Technician can have a life-changing impact on the people they work with, and we encourage them to be advocates for their clients.

The Behavior Technician is skilled at implementing behavior plans, teaching procedures, recording data, and communicating/engaging with people with developmental disabilities. Throughout the week, the Behavior Technician will work directly with adults with developmental disabilities such as autism, Down Syndrome, and/or Fragile X. The position allows the staff member to work in a variety of settings throughout the week, including the day program, vocational sites, and other community activities.

The Behavior Technician follows a behavior plan and teaching strategies that are created by the supervisor. Supervisors will provide upfront training as well as ongoing supervision each week. At Treeline Pass, we rely heavily on the Behavior Technician to give input into the treatment plan for their clients. Everyone has a voice in making our time with clients as meaningful and beneficial as possible.

New staff members will be trained in the science of Applied Behavior Analysis (ABA), which is the backbone of the Treeline Pass program. Other training includes data collection, first aid/CPR, QMAP (medication administration), de-escalation techniques, safety procedures, client specific training, and much more.

Responsibilities:

- The primary responsibility of a Behavior Technician is to provide a safe and engaging atmosphere for all clients. New staff should understand that most of the TLP clients require constant supervision because they lack safety skills. TLP clients require support to maintain



5910 S University Blvd. C-18, Suite 149

Greenwood Village, CO 80121

info@treelinepass.org

www.treelinepass.org

safety during basic daily activities such as crossing the street, handling sharp objects, staying with staff, avoiding strangers, dressing for the weather, buckling their seatbelt, etc. Above all else, the Behavior Technicians must always keep their assigned clients within their line of sight and take every reasonable measure to prevent harm to all clients.

- Safety and Crisis Management: The Behavior Technician effectively utilizes and maintains certification in approved safety and crisis management procedures based on the least restrictive methods for de-escalation. They maintain personal and civil rights of all clients, families and staff and respond appropriately to problem behavior and maintain general safety awareness across all settings and environments.
- Some clients may also need assistance with self-help skills and hygiene, including cleanliness in the bathroom (changing pull-ups, changing soiled clothes, wiping after a bowel movement, and changing feminine hygiene products). All staff are expected to follow TLP protocol regarding assisting both male and female clients in the bathroom as needed. The Behavior Technician must take all reasonable efforts to help maintain client privacy and dignity while assisting with bathroom skills.
- Clinical:
 - Implementation of treatment plan and behavior plan protocols
 - Accurately record data and complete daily session notes
 - Report problem areas in the treatment plan/behavior plan and suggest solutions
 - Assist with quarterly written reports and annual re-evaluations
 - Take ownership of one or more client cases to ensure progress and accurate reporting
- Communication: The Behavior Technician must convey information clearly and concisely through a variety of media. The Behavior Technician keeps supervisors appropriately informed. They respectfully listen to others to gain full understanding of situations and issues impacting treatment and remain informed on information pertaining to their clients, schedules, roles and responsibilities, and organizational changes or updates including checking their work email at least once every 48 hours.
 - Behavior Technicians must abide by HIPAA laws regarding client confidentiality. Learn more by clicking [here](#), or by visiting <https://www.hhs.gov/hipaa/index.html>.
- Scheduling: The Behavior Technician is responsible for knowing their schedule each week and remains flexible with schedule changes. They are expected to report for duty at 8:00 am and finish work for the day at 4:00 M-F. Start and end times may vary.
- Professionalism: The Behavior Technician maintains positive and professional relationships with coworkers, clients, and their families. The Behavior Technician exemplifies honest, integrity, reliability, attention to detail and pride in performance. They hold themselves to high standards



5910 S University Blvd. C-18, Suite 149

Greenwood Village, CO 80121

info@treelinepass.org

www.treelinepass.org

and effectively represent the values and mission of Treeline Pass.

- **Personal Growth:** The Behavior Technician shows initiative and seeks opportunities to learn and grow in order to improve job performance. They independently seek out information, generate ideas, seek feedback, guidance and experiences that enhance their ability to meet the needs of clients, the family, and Treeline Pass. The Behavior Technician acknowledges, accepts, and quickly amends their behavior when given corrective feedback.
- **Problem Solving and Decision Making:** The Behavior Technician must follow the treatment plan and safety protocols.
- **Culture:** Culture refers to the atmosphere at Treeline Pass, which is an essential component to successfully treating our clients. We aim to build and maintain a culture that is fun and engaging for both clients and staff. Each staff member is responsible for adding to a positive culture.
- **Other:**
 - Attend and participate in weekly team meetings
 - Transport clients using company vehicles

Qualifications:

- Must be 21 years or older
- Minimum of a high school diploma, college degree in a related field preferred
- Colorado driver's license
- Pass driver's record check (no recent DUIs or DWIs on driving record or frequent infractions of any kind)
- Pass background checks

Requirements:

- Must be a proficient English speaker.
- Must be able to lift a minimum of 50 lbs.
- Must be able to assume and maintain a variety of postures such as kneeling, squatting, crawling, sitting, standing for extended periods of time.
- Must be willing and able to restrain/hold/transport and utilize quick body movements as indicated by the client's treatment plan in the course of working with people with challenging behavior.
- Must have manual dexterity to perform specific computer and electronic device functions for data collection and other office work.
- Must be able to receive detailed information through oral and written communication.



5910 S University Blvd. C-18, Suite 149

Greenwood Village, CO 80121

info@treelinepass.org

www.treelinepass.org

- Must have visual acuity to read and comprehend written communication through computer, electronic devices, and paper means.
- Must have a valid Colorado driver's license and automobile insurance in good standing.
- Must have reliable transportation and be willing and able to travel during the workday and transport clients in company vehicles.
- Must be willing to assist clients with self-care.
- Must be willing to wear a CDC approved face mask in case of an illness outbreak.
- Must be willing to be vaccinated against the flu.

This position may require occasional work hours beyond a typical workday, such as early morning hours before 8:00am and evening hours after 5:00 pm as well as occasional weekend training.

Disclaimer: The above is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current role, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. Specific duties and responsibilities will vary depending on classification.

Full Time Employee Benefits:

- Paid Time Off Accrual: 1 hour of PTO is accrued for each 30 hours worked or 1.33 hours per 40 hour week
- 22 days of paid holiday
- Health Insurance (United Health Care, 75% covered by TLP)
- Dental Insurance
- Vision Insurance
- Life Insurance (100% covered by TLP)
- 401k with company match (begins after 1 year of employment)
- Longevity bonuses: 90 days, 1 year, 2 years, 3 years and beyond

COVID-19 Precautions:

- Remote interview process upon request
- Personal protective equipment provided or required
- Temperature screenings
- Sanitizing, disinfecting, or cleaning procedures in place

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.



5910 S University Blvd. C-18, Suite 149

Greenwood Village, CO 80121

info@treelinepass.org

www.treelinepass.org

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other clients, or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Treeline Pass complies with the Equal Pay for Equal Work Act. Treeline Pass requests that applicant not disclose its wage rate history to Treeline Pass. If Treeline Pass for any reason comes into possession of applicant's wage rate history, Treeline Pass will not rely on it in determining a wage rate.

I, _____ (Print full name), agree that I have read the above job description and agree that I understand its contents and that I can perform the duties as stated as well as additional duties given by supervisors.

Staff Signature: _____ Date: _____