



**Location:** The position is based in Marquette, Michigan

**Position Title:** Client Care Coordinator/ RBT

**Position Status:** Full or 3/4 Time Position available.

**Salary:** Wage will commensurate with education level and experience.

Functional Behavior Services (FBS) is looking for an enthusiastic ¾-time or full-time Client Care Coordinator/ RBT to join our growing team. FBS is a locally owned private practice based out of Marquette, MI. We strive to provide quality ABA and Therapy services to individuals of all ages looking to enhance their quality of life. FBS serves individuals of all ages and abilities including those individuals that may need non-traditional type therapy sessions due to cognitive delays, processing challenges, co-occurring diagnosis or other special needs barriers.

At FBS we are committed to our employees, their professional development, and their satisfaction. As we grow there will be options for growth and development not only in your own skill set, but also as an integral role in the development of this organization. We will work in collaboration with you to utilize your current strengths and passions and work with you to build new strengths based on your specific interests.

This position requires the individual to professionally and respectfully interact with clients (children and parents) and staff at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, practice, resourceful and efficient, consistently displaying a high level of professionalism and confidentiality. In addition, the client care coordinator must have excellent written and verbal communication skills. Strong decision-making ability and attention to detail. Must have the ability to collaborate and work well with others. Knowledge of Applied Behavior Analysis (ABA) is essential to this position. Additionally, required a high proficiency in the use of google drive suite and Microsoft products.

This position requires the individual to be available primarily 8-5pm M-F with occasional (pre-determined) nights and weekends. Occasional travel out of the Marquette may occur. The client care coordinator position includes office tasks as well as direct ABA plan implementation with the clients we service through our local MQT office.

Full time job includes: Competitive hourly pay, health insurance, paid holidays and time off, and simple IRA with employer match.

Full job description is available upon request. Interested candidates can send a letter of intent and resume to Carrissa at [C.Rondeau@fbsmi.com](mailto:C.Rondeau@fbsmi.com) Application Deadline: Until Filled