

IN-ABC

Indiana Association of Behavioral Consultants

www.inabc.org

Through professional advocacy, support and development, IN-ABC promotes effective, ethical and quality behavioral services.

JOB DESCRIPTION

Job Title: Liaison

Reports To: Executive Board

Prepared By: Executive Board

Prepared Date: July 20, 2007

Approved By: 2007 IN ABC Membership

Approved Date: July 20, 2007

Summary: Serves as IN ABC liaison to national and state organizations that represent individuals/entities that influence state and federal policy.

Essential Duties and Responsibilities: Includes the following: (other duties may be assigned)

Assists IN ABC in DDRS, IN-ARF, ARC of Indiana, IPMG and legislative contacts to respond to changes in state policy affecting the profession of behavioral support services.

Connects with IN ABC members and other related professional agencies through email, phone contacts, and stakeholder meetings to assist with interpreting and advancing information pertaining to behavioral support services.

Updates and maintains contact with the executive board president at least once per month.

Confers with representatives of other state and national agencies.

Plans or conducts surveys.

Prepares reports to update IN ABC membership on activities at the state and national level to be presented at each association meeting.

Provides periodic reports and recommendations to the Executive Board at least once every 60 days.

Facilitates sub committees to address various requests for information.

Plans and implements relevant conference presentations and exhibits.

Other responsibilities deemed necessary by Executive Board and membership.

Supervisory Responsibilities: None

Reports To: Executive Board

Qualifications:

Meets the provider qualifications to provide behavior support services per 460 IAC.

Be a current member of IN-ABC.

Maintain conditions of IN-ABC by laws.

Possess strong verbal and written communication skills.

Maintain a flexible weekly and monthly schedule.