



New Hire Journey: Next steps



Making the most of your experience at CBC



Deborah Cutter
Executive Director

Creative Behavioral Consultants, Inc.

Starting a new job can feel unsettling. Be patient with yourself and take comfort that you have a supportive and mentoring employer who has your best interest at heart. Learning a new skill takes time. Our mission is to help new hires move forward with confidence while they learn new ABA skills.

- Expect a welcome text from your supervisor. A call will be scheduled to provide you with an overview of what to expect on Day 1
- 1st day jitters are normal
- Kick off meeting (Day 1): Overlap with your supervisor at your client's location
 - Build rapport
 - Provide verbal praise
 - Create a safe space for learning
 - Your supervisor will run programs and narrate what they are doing
 - Review the Program Binder
 - Become familiar with the forms
- The Behavior Intervention Plan (BIP) is in the front of your Program Binder. It details the child's functions of behaviors, their antecedents, and your interventions.
 - 4 functions of behaviors
 - Attention
 - Access
 - Escape
 - Self Stimulatory Behaviors
 - Ask questions
 - Mastery takes practice
 - Remind yourself to breathe
 - Remind yourself you are part of a team of highly qualified professionals

Stage 1

Save the Dates

Look for a Zoom invite from Scheduling. This email will provide all training details with attached PowerPoint presentations and HR on-boarding information.

TIP: READ ENTIRE EMAIL

Training

4 days of training (16 hours) takes place via zoom instruction with other new hires.

TIP: LISTEN, TAKE NOTES, ASK QUESTIONS

Livescan Fingerprinting

Make an appointment for your Livescan Fingerprinting and Take Form and photo I.D. to your nearest location.

TIP: FIND LOCATION NEAREST YOU
<https://oag.ca.gov/fingerprints/locations>

Welcome Liaison

You will receive a call to answer any questions you may have.

TIP: SHARE ANY APPREHENSIONS
Take a deep breath
ABA can feel overwhelming at first

Stage 2

Debrief

Call Supervisor after you run a session alone.

TIP: DISCUSS WHAT WORKED AND WHAT WAS CHALLENGING

Run programs

Engage with your client and their caregiver while taking data in real time.

TIP: BE PATIENT ~ BREATHE

Kick-off Meeting

Supervisor meets you at your client's location (home or school) for Hands-On Training for your 1st session.

TIP: BUILD RAPPORT

Supervisor Welcome Call

Supervisor introduction and case discussion.

TIP: ASK QUESTIONS

Client assignment

You will receive Client contact information and monthly schedule after DOJ/FBI reports are received.

TIP: ASK QUESTIONS

Stage 3

Repetitive practice of ABA leads to mastery

Client progress is seen in small incremental gains leading to improvement

Find meaning and purpose in your daily activities



Making a difference one child at a time

Stage 1



INSTRUCTORS

Vittorio Marinata, Psy.D., BCBA
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ONBOARDING

818-932-9644

Lilian Boccuti, HR Director
Lboccuti@cbc-autism.com

ADP Payroll

Client Assignment initiated upon completion of submission of hiring paperwork

Livescan Form

- Provided during HR training

Employee Handbook

- Be familiar with all CBC Regulations

High-Impact/Urgent Communication

SCHEDULING

818-383-4656

schedule@cbc-autism.com

Abigail Miza, Scheduling Coordinator

Janeli Patino, Scheduling Assistant

Client Assignment Process

- Step 1: Accept client
- Step 2: Scheduling coordinates with your supervisor to overlap with you
- Step 3: Welcome Email sent with client overview
- Step 4: Contact Email sent with your initial start date and detailed client contact information

Time Sensitive Communication

Stage 2



Support Department
GENERAL QUESTIONS
818-932-9644
time@cbc-autism.com

Izilda Marinata

Timesheets & Parent Verification (PV) Forms

All general questions are directed to our Support Department. If they don't know the answer they'll get you to the right person. Reach out for assistance with completion of tasks and submission of paperwork (i.e., Timesheets and PV forms).

Ana Marinata

Timesheets & PV Forms

LAUSD – Welligent

TIP: COMMUNICATIONS ARE TIME SENSITIVE

Supervision
ONGOING MENTORING

CBC Supervisors are available for training in all aspects of your new position. Communication via text, phone or email is welcome anytime before or after your sessions during your work day.

Being reliable, consistent, and taking initiative is key and vital to your success at CBC. Make sure you use all the tools in your toolbox.

Communication

High-Impact/Urgent/Time Sensitive Communication

We work as a team. Using clear communication, our support department, scheduling department, supervisors and management will work with you to become an expert at your job.

Stage 3



Management

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Your satisfaction is important to us.
All staff are available to answer any questions or concerns you may have.

Continued Support

As a CBC employee, you have access to your supervisor via text, phone or email anytime before or after your sessions.

Administrative staff is also available to you.

We pride ourselves on responding and resolving most employee questions and issues within the same day.

Opportunities and Growth

CBC is continually growing and learning. We welcome your feedback and suggestions.

Refer a friend and receive \$100

Get your MA degree and become a BCBA