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Tana Richards

Summary of qualifications

- Bachelor of Arts in Psychology
- Masters of Arts in Education (SEN)
- Relevant nanny qualification from USA (24 credit hours Child and Family Development course from University of North Carolina-Charlotte)
- Thirteen years experience in the childcare industry with both mainstream and special needs children aged birth to 13.
- Part time nanny experience as a mainstream nanny for three years.
- Full time special needs nanny experience
- Eight years experience working with children with autism in the field of ABA
- Two years supervisor experience in Verbal Behavior programs under a BCBA consultant
- Experience in teaching communication in the form of sign, PECS, and mands in addition to teaching other language skills
- Experience in treating problem behaviors of varying types and intensities
- Experience in starting Verbal Behavior programmes for children with autism
- Experience in training team members and parents to work on the child's program
- Experience in running assessments and team meetings
- Experience in working in an independent school for children with autism
- Respite care experience with children aged 7-9 with autism
- BCABA Qualified (2004)
- Experience working with children with epilepsy, and those with dietary restrictions

Work experience

October 2007-present The Behaviour Change Clinic Various

ABA Supervisor/Company Director

- Developing programmes for children with autism and other related disabilities
- Completing ABLLS and other functional assessments for programme development and behaviour management
- Running training sessions for other therapists
- Collaborating with other professionals involved in the child's case
- Preparing reports for statements and tribunals

May 2007-November 2007 A. Adair Leatherhead, Surrey

Special Needs nanny

- Sole charge of two children aged 11 and 7 (7 year old with Downs syndrome).
- Putting into place rules for both children and completing behaviour assessments on 7 year old.
- Supervising homework
- Liaising with the school in regards to 7 year olds progress in areas including academics, behaviour, speech and language therapy, physical and occupational therapy.
- General nursery duties
- Attending medical and school appointments

September 2006-May 2007 S. Jones Bramley, UK

Special needs nanny

- Sole charge nanny to 3 year old with complex special needs
- Frequent sole charge of 15 month old sibling (typically developing)
- Cook meals for the children
- Washing clothes and nappies for the children
- Keeping the childrens' rooms and bathroom tidy
- Attending medical appointments
- Recognizing and treating epilepsy seizures of varying types and severities

November 2004-August 2006 Jigsaw School Guildford, UK

Trainee Teacher 1

- Work on a daily basis with children aged 5-10 on the ASD spectrum
- Assist in developing educational plans, behavioral intervention plans and carry them out
- Teach and utilize the use of PECS

**May 2004-October 2004 Behavioural Intervention Group
Woking, UK**

Programme Supervisor

- To run ABA programmes for children with autism
- To train team members and parents in techniques being used
- To write weekly team meeting reports
- To liaison with class teachers, LEA, doctors, and programme director.

Part-time Work Experience

June 2006-March 2007 G. & S. Crossman Oxted, Surrey

ABA Supervisor

- Responsible for creating programmes for a 2 year old, non verbal child with autism
- Training parents and tutors on teaching methods and theory of ABA
- Introducing and utilizing the PECs system of communication
- Running team meetings
- Reviewing data and implementing learning techniques used in ABA

May 2005-May 2007 Fiona and Chad Chandramohan Uxbridge, UK

Respite Care worker

- Responsible for looking after twin 9 year old boys with another person once to twice a month, outside the home

November 2004-present Paul Simpson Stoneleigh, UK

Respite Care worker

- Responsible for looking after a 13 year old child with autism once to twice a month, outside the home
- Trained in handling an epileptic fit if one were to occur

January 2004-June 2004 Hania Hussein London, UK

Respite Care worker

- To look after 12 year old child with cerebral palsy
- To teach the child skills such as swimming and riding a bike
- To teach the child daily life skills such as bathing
- To teach the child appropriate social skills

April 2003-May 2004 Paul Simpson Stoneleigh, UK

Supervisor

- Assist in the intervention of a ten year old child with autism, using Verbal Behaviour methodology
- Teach language skills and other functional skills appropriate to the child's age
- Attend and conduct regular team meetings with the team and regular contact with BCaBA consultant
- To report to the parent and consultant regarding the child's progress
- To overlap and train other tutors
- To implement behavior modification programs for problem behavior as outlined by the consultant
- To take and graph data weekly

October 2003-May 2004 S. Ghandi Hounslow West, UK

Senior Tutor/Assistant ABA Supervisor

- To teach a seven year old child with autism using verbal behavior methodology
- Train other tutors in ABA and current programs
- Host team meetings to discuss any changes and problems to current programs and in dealing with problem behaviors
- To conduct functional assessments and create behavior modification programs for the child
 - To write up observation reports for tutors and team meeting notes
 - To create data sheets and lesson plans for other team members based upon the needs of the child
 - Heavy emphasis placed on training others in the intensive teaching environment

**June 2003- October 2003
USA**

M. Phillippe

Charlotte, NC

ABA Supervisor

- Started a ABA program for a five year old child with autism
- Trained the parents and family members in mand training
- Trained the parents in finding the functions of behaviors and implementing appropriate behavior change programs
- Wrote monthly updates for the child as well as ABLLS updates
- Trained the family to use the ABLLS

Education

2000 – 2003 University of NC at Charlotte Charlotte, NC USA

Bachelor of Arts in Psychology

Minor in Child and Family Development (Birth-Kindergarten)

2003-2008

Brunel University

Twickenham, UK

MA in Education (Special Educational Needs)

Accreditations

- Completed 90 hours of required coursework for the BCABA in February 2004
- Member of ABA
- Carried out a gift drive for Marie Phillippe and family for Christmas in 2003 and raised over \$1500 in gifts.

References

Details available upon request