

BEHAVIOUR SUPPORT PRACTITIONER / PSYCHOLOGIST / SOCIAL WORKER & ALLIED PROFESSIONALS – POSITION DESCRIPTION

Our Vision - Think BIG, Start Small, Move Slowly, Grow

Our Mission – Person-centred service provision that changes lives one plan at a time by demonstrating respect, honesty & transparency.

Our Values – We believe that the primary person & their support network should be actively involved in the decision-making process about things that affect their lives. We are vigilant about human rights, & fundamental freedoms that should be enjoyed by all to live a life free from discrimination, abuse & neglect. We believe in a collaborative & individualised approach between the person, their support networks, service providers, & PoDDSS to identify the best solutions possible.

Reports to: Director PoDDSS **Pay Level:** _____ **Pay rate:** _____ **Hours:** 38 hours per week

Awards & conditions that apply: **SCHADS** (Social, Community, Homecare & Disability Services Award) & all conditions including sick leave, holidays, time-in-lieu and public holidays will apply as per that award. Additional bonus will be paid based on achievement of billable hours as identified below.

Supports: Children & Adults with a disability, their families/carers & support teams

Context

As one of Australia's leading providers of behaviour support, therapy, learning & development, we are dedicated to ensuring children & adults with a disability have greater choice, control, & freedom - we work hard to make sure everyone we support gets a fair go. We provide professional services, advice, & support for individuals with disabilities, their families & support teams, from early childhood through to adulthood. Our goal: to be a trusted partner, helping to create a more independent life / better quality of life for participants, now & in the future. Positive behaviour support, the associated therapy & education services we provide play an integral role in the success of our services & the achievement of our mission & organisational objectives. We recognise the right of people with disabilities to inclusion, participation, & self-determination.

All people in the PoDDSS team communicate professionally, which enhances the core values of PoDDSS. Key communications internal to PoDDSS include: The PoDDSS team, including the Administration Team, Director, Psychologist, Social workers, counsellor's & other Behaviour Support Practitioners and including our external professional supervision colleague. External communications include participants, families, appointed decision makers, networks/other specialists in the field, NDIA / Quality & Safeguards Commission, Local Area Coordinators, Support Coordinators, Government agencies & another relevant organisation.

Primary Objectives

- To assist individuals & their families to identify their needs through assessment & individual planning, to develop meaningful goals & practical strategies to meet their goals in their home & community.
- To work in a multi/trans-disciplinary model with a range of allied health professionals to provide a holistic & integrated approach to supports.
- To provide clinical / educational advice & guidance to individuals, families & support staff
- To develop strong collaborative relationships with government & non-government service providers and provide ongoing support.

Key Accountabilities

- Develop & implement individually designed participant reports including Assessment Reports, Positive Behaviour Support Plans, Person Centred Plans and additional reports addressing capacity and other required reports within specified timeframes.

- Develop Positive Behaviour Support Plans using assessments & a person centred approach, implement strategies identified in the plan including, provide therapy &/or education required for participants & the stakeholders in positive behaviour support & specialist topics as required.
- Independently apply advanced clinical reasoning skills.
- Employ the principals of evidence-based practice to all service delivery.
- Provide support / reports which reflects the NDIS Quality & Safeguards Commission, Disability Services Standards, Child Safety, & other relevant legislative requirements & to report any potential breaches to PoDDSS management and/or the relevant reporting body.
- Actively promote PoDDSS Vision, Mission, Values & Strategy in everyday work & in the community.
- Contribute & work in a culture committed to continuous improvement of the services delivered.
- Follow / implement the policy & procedures of PoDDSS, including Work Health & Safety guidelines.
- Undertake administrative tasks necessary for the role, including maintaining appropriate documentation & systems to protect participants & their personal information.
- Work positively & collaboratively as a member of a multi-disciplinary team, respecting team values & participate in learning & development opportunities.
- Seek Supervision from an appropriately qualified professional & supervise others aiding you e.g. students & less experienced staff when requested, ensuring the maintenance of professional, clinical, ethical & WHS standards.

Core requirements of the job holder

- Working knowledge of human rights-based approaches in the disability sector, including policy & legislative requirements relating to Restricted Practices.
- Utilise a strengths-based, futures focussed framework on working with participants, families & service partners.
- Provide guidance & shares information to less experienced staff within the area.
- Use a broad network of contacts to resolve work issues.
- Undertakes standard negotiations regarding internal & external people to ensure processes & protocols are adhered to & work is appropriately handled.
- Uses advanced professional competence, including assisting with supported decision making & allowing dignity of risk to support participants to make an informed choice & about their needs & expectations.
- Understands scope of service offerings & can negotiate within boundaries.
- Able to effectively deal with sensitive & serious matters, respecting diversity & confidentiality requirements.
- Interacts respectfully positively & professionally with stakeholders.
- A detailed understanding of the intent & framework of compliance legislation, quality standards, policies & procedures relevant to the role.
- Exercises initiative & judgement, under guidance, to creatively improve service or product offerings.
- Understands organisation processes & quality principles & applies improvement methods.
- Identifies & mitigates risks.
- Able to reach billable targets of 4 billable hours on average per day over a month within a three-month period of commencement & five billable hours on average per day within 6 months thereafter six billable hours.
- Takes on board, accommodates & accepts feedback.
- Follows PoDDSS policies, practice manuals, code of conduct and workplace health & safety guidelines & instructions.
- Undertakes administrative tasks necessary for the role including maintaining appropriate documentation & the use of PoDDSS electronic systems.
- Adopts personal accountability in own role & reports concerns/incidents or breaches in practice.
- Agrees to attend regular (usually weekly on Fridays) group professional development meetings.

Knowledge, Skills & Experience

- Recognised qualification in appropriate allied health discipline of Psychologist, OT, Speech Pathology, Nursing (with relevant experience), Special Education, Social Work & Disability Community Sector Management or / an undertaking to complete the IABA Los Angeles course in Comprehensive Functional Assessment and for Developing a non-Linear Positive Behaviour Support Plan or similar course with agreement from the Director.
- Meet the eligibility requirements for membership of the relevant Australian professional association, e.g., Association of Social Workers (AASW), current registration to practice in QLD with APHRA (Australian Health Practitioner Regulation Agency) and/or other suitable peak body e.g. Behaviour Practitioners Association.
- The ability to work with individuals, families & children with a disability.
- Has knowledge of or the ability to obtain the knowledge of Positive Behaviour Support principals including functional behaviour assessment, intervention & service delivery practices, & Restrictive Practice Authorisation processes or will attend training / develop specific understanding.
- Knowledge, understanding & commitment to the policies, procedures & delegations of PoDDSS, together with relevant legislation (e.g., NDIS Quality & Safeguards Commission, Disability Services Act 2006 & amendments, Guardianship Act 1987, Disability Service Standards / Core of practice standards) & knowledge of child protection/mandatory reporting legislation & policy reforms.
- Ability to work effectively with a range of stakeholders including individuals, families, Local Area Coordinators, NDIA, the Office of the Public Guardian, Child Safety, Qld Health, other government agencies & specialist support services.
- Experience in delivering & evaluating training for support staff, participants & their support network.
- Understanding of the impacts of trauma & trauma-informed practice principals.
- A high level of cultural awareness & experience working with families from different backgrounds, particularly Aboriginal & Torres Strait Islander people.
- Willingness to receive cultural supervision in your work with culturally & linguistically diverse (CALD) people & Aboriginal & Torres Strait Islander people.
- Advanced time management, communication, problem solving & interpersonal skills, cultivating a strength-based approach.
- An ability to use electronic case management & reporting tools / experience using Word & Excel
- Current driver's licence & a willingness to drive / travel to remote areas.
- Working with Children Check (Blue Card) & Disability Police Check (Yellow Card) clearance.
- Ability to travel / work independently / work from home or as part of a team.

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Joyce-Lyn Smith PoDDSS Director