Our Vision - inclusive communities which respect, value and empower all people with a disability

Our Mission – to create opportunities for people to make the most of their abilities

Our Values – Empowerment, Respect, Inclusion, Commitment, Achievement

Reports to: Manager Enhanced Supports

Direct Reports: Allied Health Assistant

Level: SPS7/8 - NDS Workforce Capability Framework

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

Date Prepared: July 2017

Context

As one of Australia's leading providers of disability services, we are dedicated to ensuring children and adults with a disability have greater choice, control, and freedom - we work hard to make sure everyone we support gets a fair go. We provide professional services, advice, and support for individuals with disabilities, their families and support teams, from early childhood through to adulthood. Our goal: to be a trusted partner, helping to create a more independent life for customers, now and in the future.

Behaviour Support Practitioners play an integral role in the success of our services and the achievement of our mission and organisational objectives. They recognise the right of people with disabilities to inclusion, participation and self-determination. Their professional & personal values align with those of House with No Steps (HWNS) and this is demonstrated in their work on a daily basis.

Behaviour Support Practitioners communicate in a professional manner, which enhances the core values of HWNS. Behaviour Support Practitioners take responsibility for the timely provision of advice and assistance and build long term effective working relationships. Key communications internal to HWNS include: staff, customers, Service Managers, Support Coordinators, Managers, Regional General Managers and shared services teams. External communications include: customers, families, networks/other specialists in field, NDIA, Local Area Coordinators, Support Coordinators, government agencies and other relevant agencies.

Primary Objectives

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

**Key Accountabilities**

- Develop and implement individually designed customer related support plans within specified timeframes.
- Handle complex case management.
- Plan, deliver and evaluate behaviour supports relating to the individual's needs in line with relevant legislative and ethical requirements.
- Plan, implement and review training and support plans for customers, support staff, families and carers in positive behaviour support and specialist topics as required.
- Independently apply advanced clinical reasoning skills.
- Employ the principals of evidence based practice to all service delivery.
- Provide support which reflects the Disability Services Standards, Child Safety, NDIS and other relevant legislative requirements and to report any potential breaches to HWNS management.
- Actively promote HWNS Vision, Mission, Values and Strategy in everyday work and in the community.
- Follow, contribute and work in a culture committed to continuous improvement of the HWNS work environment.
- Follow and implement Work Health & Safety guidelines and instructions.
- Undertake administrative tasks necessary for the role including maintaining appropriate documentation and systems to safeguard the wellbeing of the customers supported.
- Work positively and collaboratively as a member of a multi-disciplinary team and respect team values, and participate in learning and development opportunities.
- Supervise and train assistants, students and less experienced staff when assigned, ensuring the maintenance of professional, clinical, ethical and WHS standards.

**Core requirements of the job holder**

- Working knowledge of human rights based approaches in the disability sector, including policy and legislative requirements relating to Restricted Practices.
- Utilise a strengths-based, futures focussed framework in work with customers, families and service partners.
- Provides guidance and information to less experienced staff within area.
- Uses a broad network of contacts to resolve work issues.
- Undertakes standard negotiations in respect to internal and external people to ensure processes and protocols are followed and work is appropriately handled.
- Uses thorough and advanced professional competence to support customers with problem solving and decision making about their needs and expectations.
- Understands scope of service offerings and can negotiate within boundaries.
- Able to effectively deal with sensitive and serious matters, respecting diversity and confidentiality requirements.
- Interacts positively and professionally with stakeholders.
• Uses understanding of relationships and needs to recommend changes to approach.
• A detailed understanding of the intent and framework of compliance legislation, quality standards, policies & procedures relevant to the role.
• Exercises initiative and judgement, under guidance, to creatively improve service or product offerings.
• Is adaptable and resourceful. Understands organisation processes and quality principles, and applies improvement methods.
• Identifies and mitigates risks.
• Works effectively with volunteers.
• Takes on board, accommodates and accepts feedback.
• Follows HWNS policy and practice manuals and code of conduct.
• Follows and implements workplace health and safety guidelines and instructions.
• Undertakes administrative tasks necessary for the role including maintaining appropriate documentation and the use of HWNS systems.
• Adopts personal accountability in own role and reports concerns/incidents or breaches in practice.
• Actively adapts, accepts and is willing to change within the context of the job role and wider organisation or community changes.

Knowledge, Skills and Experience

• Recognised qualification in appropriate allied health discipline of Psychologist, OT, Speech Pathology, Nursing (with relevant experience), Special Education and Social Work, including minimum 2 years experience in the delivery of behaviour support.
• Meet the eligibility requirements for membership of the relevant Australian professional association, e.g. Association of Social Workers (AASW), current registration to practice in NSW with APHRA (Australian Health Practitioner Regulation Agency)
• Substantial experience working with individuals, families and children with a disability
• Has explicit knowledge of Positive Behaviour Support principals including functional behaviour assessment, intervention and service delivery practices, and Restrictive Practice Authorisation processes
• Knowledge, understanding and commitment to the policies, procedures and delegations of HWNS, together with relevant legislation (e.g. Disability Services Act 1993, Guardianship Act 1987, Disability Service Standards);
• Demonstrated ability to utilise data collection tools, collate information, analyse and prepare reports for relevant stakeholders;
• Ability to work effectively with a range of stakeholders including individuals, families, Local Area Coordinators, NDIA, the Office of the Public Guardian, ADHC, other government agencies and specialist support services;
• Experience in delivering and evaluating relevant training for support staff and hold a Certificate in Workplace Training and Assessing or prepared to undertake this training;
• Understanding of the impacts of trauma and trauma-informed practice principals
• Knowledge of child protection/mandatory reporting legislation and policy reforms
• A high level of cultural awareness and experience working with families from different backgrounds, particularly Aboriginal and Torres Strait Islander people
• Willingness to receive cultural supervision in your work with culturally and linguistically diverse (CALD) and Aboriginal and Torres Strait Islander people
• Willingness to work as part of a team and to cultivate a strength based approach
• Well-developed communication, problem solving and interpersonal skills
• High level time management and case load management skills
• An ability to use electronic case management and reporting tools and experience using Word and Excel
• An ability to work autonomously as well as part of a team
• Excellent documentation and record keeping skills
• Current driver’s licence and a willingness to drive
• Working with Children Check and Police Check clearance
• Ability to travel and work independently and away from home;

Signed: ________________________________ Date: _____________
Print Name: ______________________________