

# Position Description

<b>Title</b>	Senior Behaviour Support Practitioner
<b>Business Unit</b>	Nursing & Allied Health, Consumer Directed Service
<b>Location</b>	321 Ferntree Gully Road, Mount Waverley
<b>Employment type</b>	Full Time, Parental Leave Contract (12 months)
<b>Reports to</b>	Senior Manager, Nursing & Allied Health

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The role of the Senior Behaviour Support Practitioner is to strengthen the practice skills and knowledge of all staff and to support a practice culture that is evidence based and imbed Positive Behaviour Support Principles and Practices within Uniting. The role will provide direct care practice, including the developing of effective Behaviour Support Plans for Uniting and external participants referred for behaviour support services. This includes assisting with plan implementation and monitoring of Behaviour Support Plans (BSPs).

The role will provide and assist the managers of Disability Services, to provide post-incident support, direct therapeutic or behaviour interventions as well as reporting, and working collaboratively with Uniting staff, families, carers and external professionals.

The Senior Practitioner supports the Behaviour Support Service (BSS) with reporting restrictive practices to the NDIS Commission and supervising Behaviour Support Practitioners within the team.

The role incorporates the Authorised Program Officer responsibilities including approving BSPs, uploading BSPs into the RIDS system for authorisation and liaising with Victoria Senior Practitioners.

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Travel to participants homes including residential houses, day programs and supported employment facilities is required.

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## 2. Scope

**Budget:** nil

**People:** Behaviour Support Practitioners

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## 3. Relationships

### Internal

- Behaviour Support Practitioners
- Senior Leadership
- Supported Independent Living (SIL) staff and consumers
- Support Coordinators
- Other Allied Health and Nursing Practitioners

### External

- Behaviour Support Practitioners
  - NDIS Participants and families
  - NDIS Quality and Safeguards Commission
  - Victoria Senior Practitioners, DHHS
  - National Disability and Insurance Agency
  - Support Coordinators
  - Other service providers
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## 4. Key responsibility areas

### Service delivery

- Oversee the development and review of Behaviour Support Plans (BSP), Individual Support Plans and Behaviour Strategies completed by the Behaviour Support Services team and ensuring all clients receive the highest quality support services.
- Liaise with clients, their families and all key stakeholders with the upmost respect and professionalism.
- Ensure all behaviour support requirements are met and expert assessment & documentation is provided.
- Demonstrate consistent application of all policy & processes to meet legislative requirements.
- Contribute to continuous improvement of delivery, continuity, and quality of services.
- Proactively track progress with plans and activities related to individual goals and aspirations.
- Design positive behavioural support strategies in ways that promote each person's dignity and human rights.
- Support client decision making and choice.
- Lead by example, mentor and actively promote Uniting teamwork, values, and visions.
- Undertake functional assessments in consultation with the service, staff, family, and carers. These assessments will be a key component of developing BSP's for all internal and external NDIS participants
- Provide training, mentoring and support to staff providing positive behaviour support.
- Oversee and support the implementation of Behaviour Support Plans by Uniting BSS practitioners. Provide training, mentoring and support to participants and all of their supporters, as part of plan implementation.
- Independently apply advanced clinical reasoning skills to develop strong collaborative relationships with government and non-government service providers for ongoing support.
- Liaison with Office of Professional Practice, DHHS and other professional bodies as required.
- APO responsibilities, including authorising BSP's for Uniting clients and uploading the BSP's into the RIDS system.

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- A deep understanding of restrictive practice and work with the Victorian Senior Practitioner, including regulated restrictive practices in a person's behaviour support plan.
- Report on and escalate any non-compliances with Quality and Safeguarding standards that are discovered in the process of completing activities.

#### Administration

- Undertake administrative tasks necessary for the role including maintaining appropriate documents and systems to safeguard the wellbeing of participants supported.
- Plan, deliver and evaluate Behaviour Supports relating to the individuals needs in line with relevant legislative and ethical requirements.
- Communicating with Finance Team in order to accurately bill for individual Services in relation to Behaviour Support and ongoing Behaviours of Concern.
- Work with Disability Admin team to ensure Service Agreements are in place where required in order to facilitate billing processes.
- To promote the growth of Uniting's Behaviour Support, Nursing and Allied Health services including networking to increase referrals and grow Uniting's profile.

#### Professional Leadership

- Maintain ongoing professional knowledge and skills and apply the principles of evidenced based practice via professional training and professional development.
- Participate in relevant project work in conjunction with other relevant health professionals and Uniting staff.
- Manage student placement planning, supervision and feedback.
- Ensure Behaviour Support Services policies and practices are evidence based and up to date with professional clinical practice.
- Comply with all relevant sector and profession recommended/approved risk assessment or diagnostic tools.

#### Quality and risk

- Provide support which reflects the Disability Services Standards, Child Safety, NDIS and other relevant legislative requirements and report any potentials breaches to Uniting management and Quality team.
- Follow and implement Work, Health and Safety guidelines and instructions.
- Supervise and provide training to Behaviour Support Practitioners in positive behaviour support principles and practices.
- Actively promote Uniting Values and strategy in everyday work and in the community.

#### People and teams

- Provide support and mentoring to Behaviour Support Practitioners, all staff providing positive behaviour support to increase capabilities and promote learning and development
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful, and enthusiastic work environment
- Provide authentic team participation and the highest level of professional conduct in alignment with Uniting's values.
- Promote a culture to increase the capacity of participants and improve their quality of life
- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety and NDIS Commission reporting)
- Foster a culture where risks are identified and appropriately managed

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- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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#### 5. Performance indicators

- Behaviour Support Service billable hours are maintained at or above 65% of time.
- Behaviour Support Plans are developed and approved within the time frames specified by the NDIS.

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#### 6. Person specification

##### Qualifications

- Recognised qualification in appropriate allied health discipline of Psychology or equivalent.
- Provisional Practitioner ID with the NDIS Quality and Safeguards Commission.

##### Experience

- Minimum 3-5 years' experience working in Disability with Behaviours of Concerns.
- Proven experience in a Behaviour Support role and willingness and ability to learn and implement the Authorised Program Officer (APO) role.
- Experience in developing Behaviour Support Plans, Functional Behaviour Support Plans, Complete Assessment tools relevant to Positive Behaviour Support.
- Experience in professional / clinician supervision and development.
- The successful candidate will need to be registered or gain registration and approved by NDIS Quality and Safeguards Commission as a Behaviour Support Practitioner for the purpose of reporting restrictive practices.
- Have explicit knowledge of Positive Behaviour Support including functional behaviour assessments, intervention and service delivery practices and restrictive practice authorisation processes.
- Demonstrated ability to utilise data collection tools, collate information, analyse, and prepare reports for relevant stakeholders.
- Previous experience developing collaborative relationships with government and non-government service providers.

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#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- 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 focused framework working with participants, families and staff.
- Use thorough and advanced professional competence to support customers with problem solving and decision making about their needs and expectations.
- Able to effectively deal with sensitive and serious matters, respecting diversity and confidentiality requirements.
- Understands scope and service offerings and can negotiate within boundaries.
- Experience working as an Advanced Practitioner and responsible for working collaboratively with government and non-government service providers.
- Relevant experience developing practices to achieve program targets.
- A current Victorian Drivers Licence.
- Ability to work flexible across different locations depending on participant needs.

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#### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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#### 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

##### Employee

Name:

Signature:

Date: