



Job Title:	Behaviour Support Practitioner	Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Full time, part-time or casual	Date:	March 2021

Access Your Supports

ACCESS YOUR SUPPORTS is a Geelong based organisation that provides support and services to eligible participants of the National Disability Insurance Scheme (NDIS). With offices in Geelong, Colac and Mildura and over 180 employees, AYS is dedicated to ensuring participants have choice and control to best assist participants to achieve their NDIS goals.

Why Access Your Supports ?

Because we :

1. Will work closely with you to support and empower positive outcomes;
2. Have multi-discipline teams of dedicated professional staff passionate about positive client outcomes;
3. Deliver quality person and family centred NDIS support services that empower participants to achieve their life goals.

Our Values

Empowering

We believe this because of our people-centred practices that builds capacity, empowers choice and opportunity.

We will bring this to life through our organisation by continuing to do what we do

Integrity

We believe this because we will do what we say we will do

We will bring this to life through our organisation by being truthful, open and honest when communicating

Respect

We believe this because we value the diversity in others

We will bring this to life through our organisation by multi-mode communication and diversity through our actions

THE SCOPE AND PURPOSE OF THE JOB

Your role will be working with participants of all ages to assess and support participants through behavioural challenges with individual support plans and intervention strategies. You will work with participants utilising a holistic, person-centred approach, collaborating with the person and their support team. You will enjoy a varied caseload within our therapy hub and out in the community.

Working as a part of an experienced multi-disciplinary team, you will plan, monitor and review participant outcomes in line with NDIS funding.

Behaviour support is about creating individualised strategies for people with disability that are responsive to the person's needs, in a way that reduces the occurrence and impact of behaviours of concern and minimises the use of restrictive practices.

Under the NDIS Quality and Safeguards Commission, behaviour support focuses on person-centred interventions to address the underlying causes of behaviours of concern or challenging behaviours, while safeguarding the dignity and quality of life of people with disability who require specialist behaviour support.

RESPONSIBILITIES AND DUTIES**COMMUNITY AND RELATIONSHIPS**

- Provision of Positive Behaviour Support to participants and their support networks
- Work effectively with a range of stakeholders including individuals, families, support teams, Local Area Coordinators, NDIA, the Office of the Public Advocate, government agencies and specialist support services when required
- Compilation of reports and letters for NDIS participants, other health professionals and NDIS reporting requirements.
- Maintain records, following company policy and within expected timeframes that clearly document activities undertaken and ensure all documentation is comprehensive, factual and complies with relevant legislation, professional guidelines and organizational policies.
- Document evidence demonstrating service procedures are followed.

OPERATIONAL

- Complete functional behaviour assessments.
- Develop Positive Behaviour Support plans and train staff and carers to implement the plan, along with the participant.
- Assist participants in addressing underlying causes of behaviours of concern or challenging behaviours in a way that reduces the occurrence and impact of these on their life.
- Work to reduce or eliminate the use of restrictive practices.
- Safeguard the dignity and quality of life of people with disability.
- Represent Access Your Supports at relevant meetings.



- Actively contribute to a positive team environment through open communication, participation in regular staff meetings, planning processes and policy review. Provide back up and support to other staff as necessary
- Regular participation in clinical supervision
- Outstanding communication and liaison skills always demonstrated with internal and external stakeholders
- Strong market knowledge and relationships maintained in relation to NDIS registered providers capable of delivering a range of services in NDIS Supports Plans.
- Participant records are updated and reviewed and kept in order.
- Participant issues are reported during staff meetings.

WORK HEALTH AND SAFETY

- Participate in staff consultation processes and relevant specific work practices.
- Undertake compulsory WorkSafe training
- Be vigilant in monitoring individual work practices and report any concerns with respect to health and safety immediately to Access Your Supports.
- Notify line manager immediately in the event of equipment failure. Do not undertake any lifting against directions
- Report all hazards to the Director promptly on appropriate form.
- Report all injuries promptly
- Carry out all duties with diligence and due care for personal safety and the safety of others

INFORMATION TECHNOLOGY

- Daily use of computer systems and software programs to ensure effective service delivery, communication, and storage of information.

CORPORATE RESPONSIBILITIES

- Display a commitment to the Mission, Vision and Values of Access Your Supports.
- Have a commitment to teamwork and contribute to the team and organisational performance
- Ensure that the Disability Code of Conduct is always adhered to.
- Ensure that all policies, procedures, and work practices are adhered to at all times

CRITERIA

Mandatory

- Bachelor qualification in Social Work, Psychology, Occupational Therapy Counselling or other relevant Allied Health field.
- Current registration with AHPRA or relevant professional body.
- Must be assessed as a core level practitioner as per the PBS Capability Framework – (we do this during the onboarding and induction process)

Essential

- Strong knowledge and understanding of the National Disability Insurance Scheme (NDIS) and disability industry.
- Valid Australian Drivers License
- Cleared Victorian Working with Children Check (WWCC)
- Cleared National NDIS Worker Screen check
-



- Commitment to a person centred and family centred practice and maximizing the opportunities and support of participants with disabilities and their families within their local communities.
- Alignment with the core business values of Empowerment, Integrity, and Respect.
- Highly developed written and verbal communication ability
- High standards of ethical and professional behaviour
- Ability to work in an evolving workplace committed to continuous improvement and to work both independently and as part of a team
- Record of evidence detailing ongoing professional development

Desirable

- Experience lodging behaviour support plans on the NQSC Portal
- Previous experience in completing behavioural assessments and developing support plans.
- A thorough knowledge of Positive Behaviour Support approaches.

PERSONAL QUALITIES

- Being adaptable to changing circumstances and being able to prioritize work.
- Participant focused
- Commitment to social justice and inclusion and valuing difference and diversity
- High standard of personal integrity
- Ability to collaborate with others to achieve common goals

PHYSICAL CRITERIA

- Standing for long periods
- Ability to reach overhead
- Ability to reach below knee height
- Ability to reach forward
- Sitting for long periods
- Lifting up to 5kg- 10kg
- Frequent bending at knees and/or hips.

Approved By:	Ralph Menchise- Director	Date:	5/03/2021
Signature:	Ralph Menchise- Director	Date:	5/03/2021

Employee Acceptance:

Name:		Date:	
Signature:		Date:	



KEY PERFORMANCE INDICATORS

PARTICIPANT SERVICES

- The provision of contemporary evidence-based practice aligned with the NDIS Positive Behaviour Support Capability Framework
- NDIS Participant Service Agreements in place for all Participants and all participants to receive services as per their NDIS Service Agreements.
- Strong, consistent positive satisfaction reports from recipients.
- Documented evidence demonstrates that organisational policies and service procedures are followed.
- Minimum of 16 billable hours per week

OPERATIONAL

- Strong communication and liaison skills always demonstrated with internal and external stakeholders.
- Participant records are updated and reviewed and kept in order
- Participant issues are reported during staff meetings.

STAFF/TEAM

- Supervisory processes and Service meetings are in place and documented. Ensure staff consistently receive supervision meetings and annual performance reviews.
- Follow and ensure employees understand and follow correct procedures consistently.
- Active participation and regular attendance to team and planning meetings.
- Attend compulsory training and explore opportunities to attend other relevant training.
- The Employee Code of Conduct is adhered to.