



Position Description

Senior Behaviour Support Practitioner

Position details

Position title	Senior Behaviour Support Practitioner
Business	Human Positive Behaviour Support
Reports to	Director
Direct reports	None initially, although this is likely to change as Human PBS expands
Employment type	Full-time
Location	Home-based and community-based across Sunbury, Macedon Ranges, Melton and surrounding suburbs, with participation in a weekly team hub day as required
Travel	Regular travel across the service area, generally within a reasonable travel radius and usually within approximately 30 minutes of the employee's home address unless otherwise agreed
Probation period	6 months
Required transport	Current driver licence and access to a reliable, registered and insured vehicle

About Human PBS

Human Positive Behaviour Support provides Specialist Behaviour Support and Therapeutic Supports to NDIS participants across Sunbury, Macedon Ranges, Melton and surrounding suburbs. The service supports children and adults with disability, including people with autism, intellectual disability, psychosocial disability, trauma histories, emotional regulation difficulties, behaviours of concern and complex support needs. Human PBS uses trauma-informed, neuro-affirming, person-centered, strengths-based and evidence-informed approaches, prioritising dignity, safeguarding, least restrictive practice, practical implementation, family and stakeholder capacity building, and improved quality of life.

Position purpose

The Senior Behaviour Support Practitioner delivers high-quality Specialist Behaviour Support services, including Functional Behaviour Assessment, Interim and Comprehensive Behaviour Support Plans, Behaviour Support Plan reviews, stakeholder consultation, implementation support, training, data review, restrictive practice reduction and clinical documentation. This senior clinical role requires sound judgement, strong written communication, independent case management, ethical practice and clear understanding of NDIS behaviour support requirements. The role will support early clinical leadership and, as the team grows, provide clinical supervision and practice support to newer practitioners.

Key responsibilities

- Deliver Specialist Behaviour Support services in line with participant goals, NDIS requirements, Human PBS policies and best practice standards.
- Conduct Functional Behaviour Assessments using observation, interviews, file review, data collection and review, environmental review and stakeholder consultation.

- Develop practical, rights-based, trauma-informed and neuro-affirming Interim and Comprehensive Behaviour Support Plans focused on reducing behaviours of concern and restrictive practices.
- Provide implementation support, coaching and training to participants, families, carers, support workers, schools, providers and other stakeholders.
- Review behavioural data, incident information, implementation progress and stakeholder feedback to assess effectiveness and update plans where required.
- Identify, document and escalate clinical risk, safeguarding concerns, restrictive practices, stakeholder pressures and practice quality concerns early.
- Maintain accurate and timely case notes, clinical records, billing entries and file documentation in Splose and other Human PBS systems.
- Participate in supervision, case review, reflective practice, file review and quality activities as required.
- Model professional boundaries, ethical conduct, respectful communication and strong documentation habits, and provide clinical supervision, mentoring or practice support as directed by the Director.

Restrictive practice, safeguarding and compliance

- Identify and assess known or suspected restrictive practices, and support lawful, rights-based and least restrictive practice.
- Support assessment, planning and review aimed at reducing and eliminating restrictive practices and ensure Behaviour Support Plans contain ethical and evidence-based fade-out plans for all identified restrictive practices.
- Report safeguarding concerns to your line manager/NDIS Quality and Safeguards Commission, including suspected abuse, neglect, exploitation, violence, discrimination, serious injury, unsafe service delivery, privacy breaches or reportable incidents.
- Follow Human PBS policies for incidents, complaints, risk, privacy, safeguarding and clinical governance.
- Comply with the NDIS Code of Conduct, relevant NDIS Practice Standards, NDIS behaviour support requirements, worker screening obligations, and professional standards relevant to the employee's discipline.
- Use approved systems and secure records practices when accessing, storing or sharing participant information.
- Maintain professional boundaries and disclose any actual, perceived or potential conflicts of interest.
- Notify the Director as soon as practicable if any screening clearance, registration, practitioner suitability, licence, qualification, work right or professional standing is suspended, cancelled, restricted, expired or otherwise affected.

Billing, workload and records

The Senior Behaviour Support Practitioner must accurately record time, billing activity, travel and case-related work in Splose or any other system nominated by Human PBS. For a full-time role, the expected billable target is 23 billable hours per week, applied pro-rata for part-time employees. Senior practitioners are expected to reach the full target within 4 to 6 weeks of commencement, subject to caseload availability, onboarding requirements and Operational review.

Billable work may include direct participant work, claimable indirect work, report writing, Behaviour Support Plan development, stakeholder consultation, implementation support, training, case-related communication and allowable travel, where claimable under NDIS pricing arrangements and Human PBS billing procedures. Billing accuracy is a core requirement.

Supervision, reflective practice and quality review

The Senior Behaviour Support Practitioner will participate in supervision, case review and reflective practice as required. Discussion may include participant risk and safeguarding, restrictive practice, complex presentations, clinical reasoning and formulation, Behaviour Support Plan quality, implementation barriers, stakeholder issues, workload, documentation and file quality. Reflective practice may include professional identity, ethical and values-based decision-making, cultural responsiveness, personal factors affecting practice, and recognition of practice wins, development and

growth. The employee is expected to seek guidance and escalate participant safety, restrictive practice, clinical uncertainty, stakeholder conflict or service risk matters.

Qualifications and experience

Essential

- Current NDIS behaviour support practitioner suitability at Proficient level or higher.
- Relevant tertiary qualification in psychology, social work, occupational therapy, speech pathology, education, disability, behaviour analysis or another related field.
- Minimum 4 years' experience delivering Positive Behaviour Support services to NDIS participants.
- Demonstrated experience conducting Functional Behaviour Assessments, including data collection and analysis that informs support plan development.
- Demonstrated experience developing Interim and Comprehensive Behaviour Support Plans.
- Strong understanding of behaviours of concern, trauma-informed practice, neuro-affirming practice, environmental supports, function-based intervention, skill development, restrictive practice reduction and related NDIS obligations.
- High-level written communication skills, including report writing, clinical reasoning and clear recommendations.
- Experience working collaboratively with families, carers, schools, support providers, allied health professionals and support coordinators.
- Experience providing clinical supervision, mentoring or practice support.
- Ability to work independently in community-based settings.
- Current NDIS Worker Screening Check, Working with Children Check, driver licence, access to a reliable registered and insured vehicle, and right to work in Australia.

Desirable

- Current NDIS behaviour support practitioner suitability at Advanced and/or Specialist level.
- Experience with complex support needs, children and young people, supported independent living providers, schools or complex stakeholder systems.
- Experience providing training, coaching or mentoring to support teams.
- Experience reviewing behavioural data, incident trends, clinical governance, quality review, audit preparation or service improvement.
- Professional registration, membership or accreditation with a relevant professional body.
- Experience using Splose or similar practice management software.

Selection criteria and role expectations

- Strong clinical capability in Positive Behaviour Support, including assessment, formulation, planning, implementation and review.
- Ability to produce clear, practical and evidence-informed Behaviour Support Plans.
- Sound knowledge of restrictive practice, safeguarding and NDIS behaviour support requirements.
- Strong communication skills with participants, families, support teams, schools and professional stakeholders.
- Capacity to manage a caseload, meet documentation timeframes, maintain accurate records and achieve the agreed billable hours target.
- Accurate identification and escalation of restrictive practice matters, incidents, complaints, safeguarding concerns and high-risk matters.
- Professional stakeholder communication, effective implementation support, capacity building, supervision participation and contribution to safe, ethical and high-quality clinical practice.

Authority limits

The Senior Behaviour Support Practitioner may manage an allocated caseload, communicate directly with relevant stakeholders, schedule participant-related activities in line with Human PBS processes, record billable work and travel, prepare clinical documents for Director review, provide implementation support and training, and provide clinical supervision or mentoring as directed by the Director. Unless authorised by the Director, the role may not release clinical reports or recommendation letters without Director review, accept or decline complex referrals, alter service agreement terms, make final business decisions about participant suitability or service withdrawal, represent Human PBS in legal, regulatory or contractual matters beyond the role, or approve expenditure outside delegated authority.

Physical, emotional and environmental demands

The role may involve regular travel, home and community-based work, visits to participant homes, schools and supported accommodation, exposure to behaviours of concern and distress, report writing, competing deadlines, independent work and responding to risk, safeguarding and restrictive practice concerns. The employee must be able to perform the inherent requirements of the role, with reasonable adjustments considered where appropriate.

Pre-employment conditions and review

Any offer may be subject to verification of identity and right to work in Australia, relevant qualifications, NDIS behaviour support practitioner suitability, NDIS Worker Screening Check, Working with Children Check, referee checks, current driver licence, access to a reliable registered and insured vehicle, completion of required onboarding, policy acknowledgements and mandatory training, and evidence of current professional registration, membership or accreditation where required or held, such as AHPRA, AASW, PACFA or another relevant body.

This position description may be reviewed and updated from time to time to reflect changes in the needs of Human PBS, participant needs, NDIS requirements, service delivery model, team structure or reasonable business requirements.