



# Position Description

Position Identification			
Position Title:	Positive Behaviour Support Practitioner (0.7 – 1.0 EFT negotiable)		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	August 2018
Location:	Wangaratta office – travel across the Ovens Murray region		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	<ul style="list-style-type: none"><li>• Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement, Allied Health Professional Grade 2</li><li>• Educational Services (Teachers) Award, Year/Level dependent on experience</li><li>• Public Community Health Sector Enterprise Agreement, Psychologist, Grade dependent on experience</li><li>• Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement, Social Worker, Grade dependent on experience</li></ul>		
Organisational Context			
Divisional:	Family and Community		
Program:	Ovens Murray PIC ECEI	Unit: Ovens Murray PIC ECEI	
Organisational Chart	<div><div>General Manager Family and Community</div><div>Manager, Ovens Murray PIC ECEI</div><div><div>Early Childhood Coordinator</div><div>Intake Officer</div><div>Positive Behavior Support Practitioner</div><div>Administration Officer</div></div></div>		
Position Summary			



# Position Description

The incumbent of this position will play a key role in delivering the National Disability Insurance Scheme (NDIS) Partners in Community (PIC) Early Childhood Early Intervention (ECEI) service in the Ovens Murray regional area of Victoria. The Positive Behaviour Support Practitioner will be responsible for working closely with children and their families and early childhood settings to build and foster inclusion across the early childhood sector.

Over the course of a year, the Early Childhood Team will support hundreds of families in the Region to access the NDIS and/or other appropriate services, whilst at the same time building the capacity of the community in relation to supporting all children (including those with a disability) to be able to access mainstream and community activities. This role will be at the frontline of the major NDIS reform across the disability sector.

The NDIS is a major national reform with an insurance based approach. It is a new way of providing support for eligible people with permanent and significant disability, their families and carers, via **individualised** services based on a client's level of need. The PIC enables the Scheme to be implemented at a local community level. Merri Health (Merri) is the appointed PIC for the Ovens Murray region in ECEI to ensure children with a developmental delay or disability, and their families and carers, are well supported by a flexible and responsive range of supports. Merri is the first contact point for families with children aged birth to six.

Reporting to the Manager, The Positive Behaviour Support Practitioner will form part of a Team that will play a key role in:

- Ensure that children (0-6) with developmental delay or disability are supported in their local communities and mainstream services by building greater awareness and social inclusion for children with developmental delay or disability and their families (approximately 60% of position), and;
- Assisting children (0-6) with developmental delay or disability whom have complex behaviour support needs, their families and carers to build and pursue their goals, exercise choice and control and engage with the NDIS (approximately 40% of position)

The Positive Behaviour Support Practitioner is responsible for delivering the NDIS Capacity Building approach in Ovens Murray and supporting early childhood settings to be inclusive of all children regardless of their support needs. The incumbent is required to have qualifications in either Speech Therapy, Occupational Therapy, Psychology, or Special Education, whilst having the capacity to work within Positive Behaviour Support, Autism Spectrum Disorder, and Trauma Informed Care best practice principles.

In line with the community-focused nature of the PIC ECEI service, the Positive Behaviour Support Practitioner will play a leading role in developing awareness about how the NDIS will support children with developmental delay or disability within the scope of their role. The Positive Behaviour Support Practitioner plays a pivotal role in connecting with parents, families, early intervention service providers, education and health services and other mainstream providers. They will also play a significant role in communicating what this change means at an individual level for families as part of their planning responsibilities.

Training for the Positive Behaviour Support Practitioner will be provided and ongoing supervision and support will also be provided.

## Position Accountabilities

Responsibilities	<ul style="list-style-type: none"><li>• Engage with Early Childhood Settings (preschools, childcare centres, kindergartens etc.) across the region to maximise inclusive practices for all children.</li><li>• Provide support for Early Childhood Educators and support staff based on Positive Behaviour Support, Autism Spectrum Disorder, and Trauma Informed Care best practice principles, to ensure a positive, supportive, and inclusive environment for children with complex engagement support needs whom are either ineligible for the NDIS or</li></ul>
------------------	--



## Position Description

	<p>in the early stages of engagement.</p> <ul style="list-style-type: none"><li>• Establish strong working relationships with Preschool Field Officers and Inclusion Support Professions to ensure a partnership approach.</li><li>• Complete Functional Behavioural Assessments, along with screening assessments, in order to establish strategies to be implemented within the early childhood setting that are specific to the individual child / or setting.</li><li>• Provide a broad range of professional development programs or opportunities for early childhood educators across the Ovens Murray Region.</li><li>• Complete reporting requirements and participate in research, data collection, and quality assurance activities.</li><li>• Engage in transdisciplinary planning (and at times intervention) for children aged 0-6 with complex behavioural support needs, in line with ECEI Best Practice.</li><li>• Provide expert advice and support to Early Childhood Coordinators in relation to NDIS planning and intervention for children aged 0-6 with behavioural support needs.</li><li>• Support families and the broader community in understanding the NDIS, access pathways, and other services available in the community.</li><li>• Engage in the NDIS planning process with families of children with complex behaviour support needs which includes collaborating with the family to:<ul style="list-style-type: none"><li>○ collate information relating to the child's developmental needs and the functional impact these have upon the family, and document these clearly in the appropriate format</li><li>○ design goals relevant for the child's NDIS Plan</li><li>○ estimate the supports that the child may require</li></ul></li><li>• Maintain clinical case notes and other documentation as required by the NDIA and Merri Health.</li><li>• Support families to understand the content of their NDIS Plan once developed, and provide practical support in relation to implementing the plan and accessing the require services.</li><li>• Provide support and supervision to allied health students on placement, and secondary consults to other team members as required.</li><li>• Respond to risk management procedures to minimise any major areas of identified risk</li><li>• Work collaboratively with a range of key stakeholders (internal and external) to ensure success of the proposed objectives of the service</li><li>• Uphold and adhere to Merri's organisational Values and Code of Conduct</li><li>• Uphold and adhere to privacy requirements and NDIA's Information Technology Usage requirements in line with contractual obligations</li><li>• Demonstrate Occupational Health and Safety due diligence and leadership through understanding the nature of the organisations operations and undertakings and generally of the hazards and risks associated with those operations</li><li>• Undertake other duties as reasonably directed by the Manager in line with the incumbent's skill and experience</li><li>• Practice complies with national code for health care workers</li></ul>
--	--



# Position Description

<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"> <li>All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</li> </ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"> <li>Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <li>Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required</li> <li>Understand and implement accreditation standards that apply to team and organisation (as appropriate)</li> <li>Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements (as appropriate)</li> <li>Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them.</li> </ul> <p><i><b>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</b></i></p>
<p><b>Key selection criteria</b></p>	
<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>Demonstrated understanding of the National Disability Insurance Scheme and the needs of families and children with a disability</li> <li>Relevant tertiary qualifications and/or experience in allied health, early childhood or a similar field.</li> <li>Demonstrated understanding of working with children with Autism Spectrum Disorders.</li> <li>Demonstrated understanding of principals of Early Childhood Intervention, Positive Behaviour Support Practices, and Trauma Informed Care.</li> <li>Experience in undertaking childhood developmental screening assessments and documentation of outcomes in reports.</li> <li>Awareness and understanding of the functional and social impact of disability</li> <li>Understanding of working as a partner of the NDIA and the NDIS planning processes</li> <li>Demonstrated ability to support others in understanding the support needs of a child with complex behaviour support needs.</li> <li>Excellent customer service and/or client engagement skills</li> <li>Strong self-starter with the ability to respond effectively to initial high volumes of work</li> <li>Excellent time management skills</li> <li>History of working with families and delivering support compassionately</li> </ul>



## Position Description

	<ul style="list-style-type: none"><li>• Ability to identify key stakeholders and build strong effective working relationships and partnerships (internally and externally)</li><li>• Demonstrated commitment and ability to maintain an ethical, inclusive and non-judgemental approach to service delivery</li><li>• High level information management competency in using computers/tablets including Word, Excel and Outlook</li><li>• Excellent interpersonal, communication and negotiating skills with the ability to make timely and thought-out decisions</li><li>• Excellent administrative and organisational skills with the ability to manage multiple activities with minimal supervision required</li><li>• Capacity to work creatively and independently, demonstrate initiative and actively develop a supportive team environment.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Knowledge and/or experience in Community Health</li><li>• Demonstrated experience working within a diverse community</li></ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"><li>• Relevant Tertiary qualification as directed by Merri</li><li>• National Police check</li><li>• Working with Children's Check (WWCC)</li><li>• Current full or probationary drivers licence</li></ul>