**Job Description**

**Job Title:** Operational PBS Service Lead

**Reports to:** Head of Children’s Services Development/ Operational Lead CYP

**Responsible for:** Senior PBS Practitioner and PBS practitioners

**Job Purpose**

To develop, manage and lead the efficient and effective delivery of the positive behaviour support (PBS) service for Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern. Supporting in accordance with legislation, regulatory standards and contractual requirements, ensuring the achievement of Affinity Trust quality and performance objectives.

**Key Responsibilities**

1. Ensuring the highest quality and standards of positive behaviour support is provided to people we support, their families and a range of other professionals, enabling the people we support to continue to live at home.
2. Undertake reviews of multidisciplinary reports and social care assessments and complete functional assessments of behaviours, risk assessments and utilise other assessment tools as appropriate in conjunction with the people we support, family and other professionals.
3. Formulation of detailed, individualised and effective PBS plans.
4. Design, implement and oversee intervention and support programmes for each person we support and their families and undertake direct work with the people we support, families and a range of other professionals as required.
5. Supervise Senior PBS practitioner and PBS practitioners via frequent 1:1 and annual performance reviews. Provide guidance and direct coaching, review PBS plans and amend as required. Have a key role in the recruitment of the PBS Practitioners and ensure that they are trained to a high standard in PBS delivery and a range of other areas to ensure competent and high-quality service delivery.
6. Design and deliver PBS workshops and coaching for a full range of multi-agency professionals to ensure consistency of approach.
7. Take an active role in the multi-agency Joint Referral Panel. Review, monitor and prioritise referrals alongside other panel members.
8. Design and implement the post intervention monitoring and support elements of the service including the Crisis Management Plan.
9. Present fair, balanced feedback/support to professionals and family members. Recognise and challenge areas of poor practice and institutionalised culture.
10. Ensure that all service delivery is reviewed for each person we support on a frequent basis.
11. Ensure that the service works in partnership with the people we support and all of those who are important to them including their family and friends, carers, and other professionalsactively include these people in assessments, defining targets, implementing interventions and conducting reviews.
12. Work closely with special schools/colleges including delivering direct support and guidance to school staff during the school day, via direct work with people we support and workshops.
13. Work closely with a range of short break day support, personal assistants and other service providers who are providing support to the people we are support.
14. Disseminate learning from the service to enable other stakeholders to benefit from the experience of setting up and successfully running a PBS service.
15. Ensure that all Affinity Trust policies and procedures are understood and implemented by staff, to include positive behaviour support, quality assurance, regulatory frameworks, safeguarding, criminal records, data protection, HR and health and safety.
16. Ensure that all safeguarding concerns are responded to in a timely fashion and all procedures fully adhered to, thus ensuring that People we support are protected from abuse and neglect
17. Ensure all relevant records in relation to the people we support, and employees are appropriately maintained and up to date using the Nourish management information system.
18. Provide accurate and timely information and reports on the performance of services and organisational KPI.
19. Establish and maintain constructive relationships with commissioners and other key stakeholders, ensuring the requirements of contracts are met.
20. Identify potential problems, acting proactively to avoid service breakdowns, deal with complaints and to mitigate all types of risk.
21. Act as an ambassador for Affinity Trust’s services locally and nationally, which may include attendance at events to raise awareness of our offer.
22. Provide on call support and assistance when required**.**

**Person Specification**

**Operational PBS Service Lead**

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|  | **Essential** | **Desirable** |
| **Education & Qualifications** | Positive behaviour support practitioner accreditation - BTEC level 5 diploma or equivalent – Covering Clinical, theoretical and practice elements | Psychology degree or equivalent  Management qualification/ training |
| **Knowledge** | Substantial knowledge of positive behaviour support theory and practice  Substantial knowledge of physical, social and emotional needs of Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern and how these can be met.  Knowledge of the issues that affect the families of Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern  Knowledge of Autism Spectrum Disorders.  Knowledge and experience of using person centred planning approaches when working with people.  Working knowledge of the legal framework regarding the implementation of physical interventions and the definitions of restrictive practices under the law.  IT Literate including client record systems.  Knowledge of local authority and Health authority services structures.  Demonstrable knowledge of all aspects of multi-agency working.  Demonstrable knowledge of monitoring and measurement of service outcomes. | Knowledge of Clinical Psychology and Pharmacology  Knowledge of a range of neurodevelopmental disorders |

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|  | **Essential** | **Desirable** |
| **Experience** | Experience of delivering positive behaviour support services to Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern  Experience of completing high quality functional assessments, positive behaviour support plans and risk assessments.  Experience in actively delivering and implementing PBS Strategies and interventions  Experience in managing services for Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern  Experience of managing staff  Experience of multi-agency working | Experience of service analysis  Experience of consultation with young people and families  Experience in setting up new services  Experience of budget and financial management |
| **Skills/Ability** | ***Practitioner/ clinical supervisor*** - Ability to undertake a range of assessments of people experiencing psychological difficulties or behaviours of concern using evidence-based approaches  Ability to write individual positive behaviour support plans for Autistic adults/Young people and adults/Young people who have learning disabilities and behaviours of concern  Ability to deliver and implement PBS Strategies and interventions  Ability to write and deliver training around positive behaviour support  Ability to supervise practitioner interventions and practice  ***Leadership Staff / Teams*** – Ability to manage staff/teams and successfully manage change  ***Project management –*** Ability to set up, manage and analyse services.  Ability to ensure services are provided to high quality standards and to initiate changes where required  Ability to develop business and action plans and ensure full implementation.  Ability to produce a full range of reports.  Ability to identify problems and risks and take corrective actions  ***Developing quality services*** - Ability to co-ordinate, plan and supervise the delivery of the positive behaviour support service with social workers and a range of multi-agency colleagues  Ability to think creatively and to develop innovative approaches to meeting need  ***Communication*** – Ability to build internal and external relationships  Ability to work in partnership with the people we support and their families  Ability to chair a range of meetings including multi-agency meetings  ***Planning and Organisation*** –Ability to manage own and other workloads  Ability to set service delivery plans and targets, monitor success and adapt as required  Ability to delegate tasks to other staff and monitor performance  ***Values –*** Demonstratesorganisationalvalues. Demonstrates a commitment to equality and diversity and anti-discriminatory practices.  ***Safeguarding*** – Demonstrates strong knowledge of child protection/SOVA practices and awareness of abuse and neglect and the increased vulnerability of disabled people. |  |
| **Other Specific Requirements** | Available to work flexible hours, some travelling within the Counties and occasionally wider afield  Available to be on call as per roster  Good knowledge of business software. i.e Microsoft Office (Email, Excel, Word, Outlook) and the ability to use in house systems  Appointment is subject to an enhanced Disclosure & Barring Service Check and eligibility to work in the UK |  |