



Job Description – Positive Behavioural Support Lead (PBSL)

Work base: Various Spectrum homes across Cornwall

Responsible to: Registered Manager

Main Purpose of Job

To assist the Registered Manager and team members in maintaining and developing a high standard of care practice in accordance with Spectrum's philosophy, aims and objectives.

To implement and deliver Positive Behavioural Support and person-centred planning, ensuring that the service operates to maximise service user's quality of life and act as a liaison on behavioural matters between care and the behavioural forum.

Spectrum's Aims and Objectives

Spectrum aims to promote the health, development, and wellbeing of the individuals it supports, whilst developing and nurturing their specific interests so that they can achieve their full potential. We support people by using person-centred techniques to enable the individual to make choices, live a fulfilling life and engage with society. Spectrum recognises the ultimate value of the individual and their right to be treated with dignity and respect and to participate in community life.

Spectrum continues to develop and refine its approaches towards supporting people on the autism spectrum and other associated conditions. Together with other professionals, a methodology of strategies and interventions was devised which became the core of Spectrum's non-aversive, proactive behaviour management techniques.

Functional Links

Service users, service users' families, sponsoring authorities, regulatory bodies, partner organisations, suppliers, and other stakeholders.

All team members, Registered Managers, Divisional Managers, Senior Management Team and Chief Executive Officer.

Main Duties

The person-centred plan defines what an individual 'wants' and the 'My Plans' define what an individual 'needs'. All the plans together create a complete care plan to support an individual in having a fulfilled and healthy lifestyle. Each person's plan is bespoke and designed using techniques, discussion, and observations appropriate to their individual needs. Your role is to:

- ▶ be a practice leader and model for value-based services caring for autistic people and those who have associated conditions ensuring high standards and good practice;
- ▶ directly provide support to help develop and maintain high-quality Person-Centred Plans (PCP), 'My Plans' and Health Files which promote the best interests of the service users and deliver service user defined outcomes.

- ▶ work in partnership with management, the development team and all team members to ensure all discussion points and behavioural guidelines are implemented and recorded appropriately in a developmental manner as to ensure the privacy, respect and dignity of the service users.
- ▶ create a culture which recognises the equal opportunities for all service users and ensure service users are supported to expand their life skills and reach their full potential.
- ▶ work in partnership with the development team to support team members to implement any future service user developments.
- ▶ take on the responsibility of the shift leader when there is no Registered Manager or Deputy Manager present.
- ▶ contribute to the assessment of needs for the individual service users, and to the formation of programmes to meet those needs. These programmes will include educational, social, vocational, physical, life skills and therapeutic activities.
- ▶ support service users in all activities.
- ▶ contribute to the recording and evaluation of all activities when required.
- ▶ produce timely reports for the Registered Manager and Management Team on service user progress.
- ▶ ensure that service users' medications are administered as prescribed by the general practitioner and recorded as required.
- ▶ undertake the responsibilities of key worker to a service user.
- ▶ attend internal and/or external case conferences, reviews and meetings as required.

Positive Behavioural Support

- ▶ Participate and assist in data collection that contributes towards the functional analysis of positive behaviour support plans.
- ▶ Support team members to develop appropriate PBS interventions focussing on the least restrictive options.
- ▶ Attend peer supervisions and feedback to behavioural forum on service user behaviour and progress.
- ▶ Provide post incident support and amend support plans accordingly.
- ▶ Act as a role model for good practice and mentor team members to develop their skills and knowledge through training.

Administration

You will be required to ensure that all service user and unit records are kept fully up-to-date as necessary and to ensure that all events and activities are fully evidenced, providing a complete audit trail, and to undertake administrative, health and safety duties and data collection exercises as delegated by either policy or unit management. In addition to the documents required in your role as a PBS Lead, My Plans and Person-Centred Plans may also be included.

You will be required to carry out delegated administrative functions as and when required by your line manager. These may include:

- ▶ Service users' case records
- ▶ Financial records – including service users' personal money, clothing allowances, petty cash
- ▶ Medication records
- ▶ Vehicle checks
- ▶ House safety checks
- ▶ Other relevant functions

Other Duties

- ▶ To ensure high standards of care practice throughout the service, it will be necessary to undertake a range of normal domestic, self-care and/or social skills tasks, many with service users, to include: cooking; cleaning; washing; ironing; vacuum cleaning; personal care; driving company vehicles.
- ▶ To use Spectrum's performance management processes to provide management, mentorship, support, and guidance to team members. This is to include mentoring new team members, ensuring competencies are completed and shift leader responsibilities.
- ▶ To undertake on-call responsibilities.
- ▶ To undertake sleep-in duties as required.
- ▶ To participate fully in developing and maintaining a cohesive team approach to all aspects of the work of Spectrum.
- ▶ To maintain good professional relationships with other team members, and other interested parties, including parents, families, and social workers.
- ▶ To adhere to all Spectrum's policies, agreed quality standards and systems in line with the requirements of the Care Quality Commission (CQC) or Ofsted.

Training and Personal Development

Autistic people can present difficult-to-manage or challenging behaviour. This may on occasions necessitate having to physically intervene or remove service users from potentially difficult and/or hazardous situations in line with their agreed behaviour management programmes, and Spectrum's physical intervention policies. All team members working with service users undertake intensive training in positive behaviour management (PBM) techniques, and these are the only techniques permitted to be used.

Your responsibility as a PBS Lead, will be to undertake appropriate professional training and development, including Level 3 in Health and Social Care, as detailed in Spectrum's training plan. Also, to receive additional professional training and development to enable the PBS Lead to carry out this role. The training which is additional to that of a CSW is as follows:

- ▶ Person-Centred Planning
- ▶ Positive Behavioural Support
- ▶ Active Support

Other training-related responsibilities will be to:

- ▶ undertake and successfully complete Grey Matter Positive Behavioural Support Training within two months of commencing the position of a PBSL.
- ▶ deliver PBS training to team members and new inductees.
- ▶ attend team meetings and training as required.
- ▶ participate in regular management, support and development sessions with your line manager.
- ▶ monitor and be content in the use of PBS Academy Service monitoring tools.
- ▶ actively identify and work on your continuing professional development including maintaining an up to date awareness of sector developments and changes in the regulatory framework.

Confidentiality

You will maintain confidentiality for all areas of Spectrum, its teams and its work. The nature of the work entrusts people with confidential information about autistic people, their families, carers, and team members. Any breach of confidentiality may constitute gross misconduct.

General Responsibilities

- ▶ Promote a positive image of the service at Spectrum.
- ▶ Ensure that your conduct does not conflict with the Spectrum's professional expectations.
- ▶ Ensure the respect, dignity, and rights to privacy of all service users.
- ▶ Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your line manager or by a higher level of authority.

Specific Job Requirements

NB – All criteria are essential, unless otherwise indicated as being desirable (D).

JOB REQUIREMENTS	DESCRIPTION
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • A broad knowledge of Autism and associated conditions. • A practical understanding of equal opportunities. • Computer literate with a demonstrable ability to use a range of Microsoft products. • Demonstrable understanding of the legislative requirements around care of vulnerable people, Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS). • Ability to plan and organise workload, with excellent time management skills. • Sound knowledge to Person-Centred Plans and My Plans, with a commitment to a person-centred approach which values individuals with complex needs as equal and inclusive citizens. • Ability to support, develop and enable individuals in the pursuance of individual goals. • Ability to identify and manage risk.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • A recognised Level 3 Health and Social Care qualification or a commitment to work towards and achieving this qualification within 24 months of employment. • A full, clean driving licence and access to a vehicle • To have or be working towards a PBS qualification. • <i>For children's services only</i> – two years' experience working in a children's service • Recognised Qualification in Leadership or Management (D) • Diploma in Education & Training Level 3 (Formally known as PETLLS) (D) • Experience as part of a team within a relevant care service • Experience in leading, supporting and supervising a team (D) • Experience of health & safety issues (D) • Experience of managing physical resources including vehicle management and house maintenance (D) • Experience of deploying team members on a rota (D)

<p>Personal and Professional Attributes</p>	<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing with Service Users, colleagues, parents and other professionals. • An approachable manner and excellent interpersonal skills. • Self-motivated and confident. • Good tolerance to dealing with stressful situations with the ability to be emotionally resilient. • Good ability to use sound judgement and use initiative. • Punctual, dependable and adapt to change. • Ability to work flexible hours, inclusive of evenings, weekends, bank holidays, waking-nights and sleep-ins. • Ability to analytically assess on-call situations and work on-call duties. • Commitment to continued professional development
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Key Behaviours

Team Work and Communication:

- ▶ To build constructive and positive working relationships and maintain good communication with your team, management colleagues and the wider organisation.
- ▶ To demonstrate the capacity to communicate risks to the organisation through the correct management channels within Spectrum.

Service Development:

- ▶ To achieve continuous improvements in the delivery of service in both quality and efficiency of processes. To identify and share good practice across the team/organisation.
- ▶ To take active steps to identify and minimise operational and systemic risks to the organisation.

Autonomy & Initiative

- ▶ To demonstrate the capacity to self-manage your time and to prioritise actions to achieve goals in a timely manner.
- ▶ To demonstrate the capacity to take well-judged decisions independently and to refer decisions to your line manager.

Value Base:

- ▶ To actively identify and work on your Continuing Professional Development including maintaining an up to date awareness of sector developments and changes in the regulatory framework.

- ▶ To maintain an absolute confidentiality concerning the personal details and lives of service users, the company's financial status and business plans that are not in the public domain and any other information that you could reasonably be expected to understand is confidential.
- ▶ To actively and positively contribute to the job-planning process and complete any actions in timely manner.
- ▶ To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
- ▶ To work at all times demonstrating respect for the dignity of service users, their families and colleagues in accordance with Spectrum's Value Base Policy.
- ▶ To undertake such other duties as may be required within the general scope of the job.

Working Conditions of this post

The working conditions of this post are indicated below.

Travel

The organisation has over twenty homes in Cornwall. You may be required to work at **any** homes in the organisation within reasonable distance of home and/or usual base, and, through negotiation, may be asked to visit or work at other homes further afield. It is for this reason that you will need to ensure you have Business Use included on your car insurance.

Unsocial Hours

In order to provide high quality services 24/7, you must have sufficient flexibility to fit in with staffing rotas that are required to maintain these standards of service.

The post necessitates day, weekend, and evening shift working. Your shifts will vary from week to week, as they are apportioned as fairly as possible on a 'rolling rota' basis.

Changes to the rota may occur from time to time. Shifts times vary between establishments.

Some weekend work is a requirement of this job role each month. Our aim is one weekend on and then one weekend off. However, staff training, sickness, annual leave and vacancies will dictate how often weekend work is required within each home's rolling rota.

All contracted persons (except waking-night staff) will be required to undertake sleeping-in duties each month. A set amount of money is paid for each sleep in.

Part Time Contracts

Those working on a part time contract will be on a rolling rota basis and will be expected to adhere to the shifts indicated by the rota as determined by the unit manager.

Work Place

Any designated Spectrum establishment.

Pressures inherent in job

- People and time management
- Challenging service user group
- The job can be physically and mentally demanding
- Maintenance of high professional standards



- Changing/expanding organisation and service

Conditions

Hours per week: Full time 39. Part time 20 or 30.

Holiday entitlement: 25 days annual holiday, plus eight days Bank Holidays or eight days in lieu of Bank Holidays.

Please Note:

The job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

If you take up employment with Spectrum, this is on the understanding that the first six months constitute a probationary period.

This post is subject to an enhanced Disclosure and Barring Service (DBS) Check, with a check of the barred lists for both adults and children's. Spectrum will initially pay for your first enhanced DBS check and then claim back half of the payment from your first month's pay

Further information is available from the DBS information line on 0870 90 90 811 and from www.gov.uk/disclosure-barring-service-check