

<b>Job Title:</b>	Positive Behaviour Support and Autism Lead – Housing Related Support Services
<b>Salary:</b>	£29,000 per annum – salary review after 1 year, dependent on performance
<b>Hours:</b>	35 per week, including occasional evenings and weekends
<b>Responsible to:</b>	Head of Housing Related Support Services

### **Summary of post:**

This new post will form part of the Housing central team and be instrumental in raising Centre 404's profile further in terms of being a high quality service provider of Positive Behaviour Support and training. Key responsibilities include:

- To seek, assess and lead on new PBS referrals and assess service user needs to develop and set up new support services
- Form part of Centre 404's PBS team
- Working along-side teams where PBS is used and covering shifts where needed
- Providing high quality individualised services
- Being part of the Housing team as a whole and assisting with quality work
- To be a PBS and Autism champion

### **Referrals, Assessments and Setting up New Services**

Current referrals to Centre 404 are through support frameworks, spot purchase arrangements, Positive Behaviour Support frameworks, the Outreach service and Personal Support Worker Finding & Matching service.

- To seek and assess referrals as they arise from across London.
- Complete assessments in a dignified, timely and appropriate way, meeting the individual communication needs of the service user and their family; This will include drawing up sample care and support plans based on pen pictures and designing service rotas and supporting the Housing senior team to cost out services.
- To provide holistic assessment (incorporating functional assessment) of the nature and context in which behaviours of concern occur.
- Providing emotional support to individuals and families to enable them to manage their anxieties through transitional periods and move in.
- To liaise promptly and effectively with a range of professionals and keeping the relevant people up to date with information and progress
- To coordinate and where necessary, oversee the set-up and development of new services. This will include; leading on transition planning and moving people into new services, possibly out of hospital settings.
- Responsibility for project implementation plans, overseeing building adjustments, ensuring legislative & organisational standards are met, liaising with families, commissioners, social work teams, other professionals etc.

### **Service Development**

- To attend contract reviews as required and create strong positive working relationships with key stakeholders.
- Plan and support annual work programmes and continuous reviewing of services, including their quality and approach
- To support the service in providing training and development for PBS and active support
- To assist the senior Housing management team with pitching and tendering for new services as required
- To seek out new business opportunities in PBS area

- To act as an ambassador for PBS work within Centre 404 and to all external partners
- To keep up to date on the latest research, policy and government agendas in relation to PBS, Autism and in particular the Transforming Care Agenda.
- Support with analysis of PBS related incident reports and debrief
- To be able to form part of our PBS drop-in provision
- To take part in group PBS supervision with our clinical lead
- To provide PBS, active support and Autism training across services
- Assisting with the development of PBS risk assessments in relation to service users, staff and the environment.
- To keep policies and procedures up to date in relation to PBS work

### Quality

- To assist in the development and implementation of philosophies, systems and working practices which are in line with the principles espoused by the Housing service, ensuring each service user has the opportunity to maximise:
  - integration and participation in their local community
  - development of a range of friendships and relationships
  - informed personal choice
  - their range of skills and competencies
- To promote the principles of Positive Behaviour Support, assisting in the creation of a positive environment; this includes proactive strategies to improve the wellbeing and quality of life of the individuals we support and reduce behaviours which challenge.
- Assist with quality and spot checks to meet internal standards, CQC standards, best practice guidelines and contractual requirements.
- Take an active role in our quality assurance group, assisting in driving up quality throughout services
- To become a Champion of best practice for people with learning disabilities and to actively represent PBS and Autism within our services.

### Management Responsibilities

- Support with recruitment through involvement in shortlisting and staff selection panels.
- Dealing with general office enquiries for all Housing Related Support Services
- Work with Training and Development Manager on in-house training delivery.
- Contribute to the senior management team as required, leading and motivating Housing service to provide quality support
- Maintain management (i.e. supervision, absence, etc.) records in line with Centre 404's procedures, through Charity Log database system.
- Ensure that monitoring or other records required by Centre 404 or funding agencies are maintained and provide reports and information as required.
- Ensure that Health and Safety standards, including fire regulations, are adhered to and that all necessary records are kept.
- Prepare for, participate in and respond appropriately to inspections by relevant authorities; LBI contract monitoring.
- To be prepared to present reports on PBS to committees as requested.
- To be responsible for supervision of delegated staff and assisting with support and supervision of managers as required
- To help out at services and cover management duties in other managers' absence
- Attend house meetings where required

## Budget and Financial Management

- Work with the Head of Service and Deputy Manager of Housing Related Support to cost new services and transition plans as required.
- Contribute to the preparation of annual budgets for the service and liaise where required with the Finance Manager.
- Ensure that any project work is managed within budget, monitoring expenditure against allocated resources and taking corrective action if required.

## General Duties

- Adhere to all Centre 404 policies and procedures and to the requirements of funding organisations
- Comply with Centre 404's Data Protection Policy, IT Policy and other guidance around Data Protection maintained and that information is provided to other departments as required.
- Required to not only read our safeguarding policies and procedures but attend relevant training and keep up to date with safeguarding, which Centre 404 takes very seriously
- Adhere and sign up to the Social Care Commitment and be committed to values which promote dignity in care.
- Adhere to Centre 404 Equality and Diversity Policy and contribute to an accessible and welcoming work environment
- Use a person-centred approach with the involvement of service users and family carers and according to Centre 404's mission and values
- To remain non-judgemental and show empathy and awareness, remaining calm in adverse situations, and leading by example.
- Maintain confidentiality of information relating to service users, volunteers, staff and any sensitive issues relating to the work of the organisation
- Contribute to your personal and professional development by attending regular support and supervision sessions and training as identified by your line manager in relation to your role and responsibilities
- Be flexible and available to work evenings and weekends in accordance with the needs of the post and the organisation as a whole
- Attend staff meetings and other committees when requested
- Aim to meet targets as set and agreed with your line manager in relation to your personal development and the progress of new projects
- Participate in the on call rota for the Housing service.
- Attend the annual AGM, fundraising functions, events and staff away days as required. Time off in lieu will be given for activities outside of normal working hours
- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management

## Person Specification

(E) Essential requirements      (D) Desirable requirements

Knowledge & Understanding	Understanding of what makes a quality support service for people with learning disabilities, including Social Role Valorisation	E
	Awareness of issues affecting people with learning disabilities	E
	Awareness of self-directed support and personal budgets	D

	Knowledge and awareness of legislation (CQC, DoLs), current and forthcoming issues relating to services for people with learning disabilities	E
	Knowledge of Health and Safety within high quality supported living services	E
	Knowledge of completing risk assessments and incident analysis	E
	Understanding of GDPR and ability to handle confidential and sensitive information appropriately	D
	Understanding of the principles of Positive Behaviour Support, Active support and Autism	E
Qualifications	Good general education	E
	Professional qualification in a relevant area such as PBS or Autism	E
Experience	Experience of managing staff and of providing support and supervision	D
	Substantial experience of working with vulnerable adults, including people with learning disabilities, mental health needs, positive behaviour support needs and Autism	E
	Experience of managing a supported living project	D
	Working as part of a wider team	E
	Experience of completing service user needs assessments	E
	Experience of liaising with other professionals such as commissioners, social workers and health professionals to establish support needed for service users.	E
	Experience of managing a budget	D
Skills/Abilities & Personal Qualities	Excellent interpersonal skills, including active listening, communication with colleagues, service users and family carers	E
	Negotiation and diplomacy skills with the ability to influence others	E
	Ability to organise own and others' workloads effectively and to delegate tasks	E
	Ability to manage change and to adapt and respond positively to a dynamic work environment	E
	Good organisational and administrative abilities	E
	Good numeracy skills	E
	IT proficient, with the ability to use a range of computer software (i.e. Office and others)	E
	Ability to maintain emotional resilience and composure when dealing with change and potentially sensitive circumstances. Remaining calm under pressure and leading with confidence through unexpected issues and problems, with an ability to go 'off script'.	E
	Self-aware and self-reflective, mindful of impact on others. Ability to develop and maintain coping strategies and techniques.	E
	To be able to develop and provide training as necessary	D
Other	Able to travel to a variety of locations	E
	Physically fit and able to offer physical support to	E

	service users if required	
	Ability to work flexible hours including evenings and weekends if required	E
	Ability to cover a direct support shift if needed and complete general duties	E
	Understanding of and commitment to equal opportunities as they affect the service, tenants and potential tenants	E