

Position Description

Position Title	Southern Positive Behaviour Support Team Lead
Classification	Stream D – Direct Service Delivery, Band 3

Purpose of the Role

The Southern Positive Behaviour Support (PBS) Team Lead role will be responsible for the coordinated delivery of Positive Behaviour Support services by PBS practitioners within the Southern PBS team. The PBS team leader will provide guidance to and work alongside PBS Practitioners to lead and support effective, efficient and high-quality service delivery to NDIS participants and other service users/clients who require PBS services.

The PBS Team Lead will work alongside the PBS Portfolio Manager and Senior PBS Practitioner to provide effective, efficient and high-quality service delivery for NDIS participants and commercial service clients as well as supporting other Marathon Health programs related to the delivery of Positive Behaviour Support strategies.

Key Relationships

The Southern PBS Team Lead is an employee of Marathon Health and reports to the PBS Portfolio Manager. You will also have a close working arrangement with other Team Leads, Clinicians, NDIS Admin team staff, and other program staff.

You will be required to maintain effective working relationships with other staff employed or visiting to provide services within Marathon Health. You will liaise as necessary with the Marathon Health partner organisations and other service providers, community organisations, or individuals who have an interest in Marathon Health.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Operational management of a team of PBS practitioners to ensure services are delivered in line with the Marathon Health PBS operational guide, NDIS Commission and specific state or territory requirements.
- Working in partnership with the PBS Portfolio Manager to lead NDIS and other commercial service staff, ensuring management of client services waitlist and allocation, monitoring and achievement of staff KPI's, managing risk, signing off timesheets and acting as a point of escalation of issues.
- Directly providing PBS support to clients which uphold the iCare Values of Marathon Health within the clinical expertise of the Southern PBS Team Leader, at a billable level as agreed with management of up to 25%.
- Efficiently manage resources through leading the participant intake and allocation process in partnership with the NDIS Admin Team.
- Ensure PBS Practitioners are appropriately registered with the NDIS Commission in consultation with the Senior PBS Practitioner.
- Monitor and report on the use of Restrictive Practices

- Monitor and report on performance targets
- Supervise PBS Practitioners as per the Marathon Health supervision framework.
- Work collaboratively with key community stakeholders and maintain strong, positive relationships.
- Work in collaboration with the AHCRS Portfolio Manager to ensure services are delivered within budget.
- This position will have direct reports
- Other responsibilities as directed by the AHCRS Portfolio Manager

Clinical Governance:

- Adhere to all policies and procedures which have been designed to minimize risk and ensure appropriate standards of safety and welfare are maintained and delivery of integrated and coordinated high quality, evidence-based clinical care services to people accessing Marathon Health services.
- Adhere to Marathon Health's clinical supervision policy and participate as needed in individual, peer and group supervision as organised in consultation with the Senior PBS Practitioner.
- Contribute to the development, implementation, evaluation and reporting of continuous clinical quality improvement activities to improve the clinical service provision and outcomes for clients accessing Marathon Health services.
- Complete file audits in accordance with program requirements.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.

Other Duties

- Monitor and record data for activities undertaken in relation to the service.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Contribute to Marathon Health business plan and annual work plan.
- Demonstrate and uphold Marathon Health values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and

- professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia – you must be an Australian citizen or permanent resident, or a New Zealand citizen.
 3. Valid Drivers License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Selection Criteria

Essential

- Well-developed leadership skills and demonstrated experience in leading clinical teams
- Current registration or ability to achieve core, proficient, advanced or specialist suitability (determined by the NDIS Commission) as a positive behaviour support practitioner.
- Experience in the delivery of a range of evidence based strategies relevant to working with people with disabilities who require positive behaviour support interventions.
- Ability to use a clinical software package for electronic client records.
- Experience in leading teams to meet targets in an NDIS service delivery environment.
- Experience in, and/or willingness to, use new and advancing technologies to deliver health services (such as Telehealth) and provide outreach services.
- Demonstrated ability to establish effective workplace relationships with a diverse range of professionals and stakeholders.
- Demonstrated ability to maintain confidentiality at all times.