

Position Description

Position Title:	Positive Behaviour Support Assistant and Administrative Officer
Classification:	Stream D - Direct Service Delivery, Band 1

Purpose of the Role

The Positive Behaviour Support (PBS) Assistant and Administrative Officer helps with key tasks associated with the implementation and monitoring of PBS plans under the supervision of registered PBS practitioners. They also provide targeted administrative support to the PBS team to assist with key administrative tasks associated with delivery of high quality PBS and Counselling services.

Key Relationships

This position reports to the PBS Team Lead and works closely with all PBS Practitioners and other Administrative Support staff.

Position Responsibilities

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

- Provide PBS support tasks under the direction of PBS Practitioners and under the supervision of Senior PBS practitioners.
- Undertake PBS and Counselling Service administrative tasks under the direction and supervision of the PBS Team Lead.
- Assist PBS Practitioners to implement, monitor and evaluate the effectiveness of PBS plans for NDIS participants
- Provide effective data capture and evaluation activities associated with best practice implementation and monitoring of PBS plans
- Ensure the confidentiality of each participant is maintained in accordance with professional guidelines
- Undertake regular supervision with Senior PBS Practitioners.
- Undertake key administrative duties including; data entry, scanning and uploading of documents to Lumary (client relationship management system), development of Service Agreements, liaison with stakeholders to book appointments on behalf of PBS and Counselling staff and any other administrative tasks as directed by the PBS Team Lead.
- As a member of the broader administrative team, contribute to the operational effectiveness of the office by undertaking some office administrative duties such as structured reception duties, vehicle checks, stationary orders and other key administrative tasks as needed.

Other Duties

- Demonstrate and uphold our 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.

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- 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:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

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 fulfil 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 _____

Print Name _____

Selection Criteria

Essential

- Demonstrated sound verbal and written communication skills
- Sound knowledge and experience in utilising technology including computers, client management systems, videoconferencing facilities and software
- Able to work independently
- Demonstrated ability to participate in team activities and contribute to the team
- Current unrestricted drivers licence
- Experience in working with people with disabilities and their families

Desirable

- Experience and strong knowledge of the NDIS
- Experience in implementing PBS plans or working with PBS practitioners in a disability setting
- Certificate level qualifications in Disability or other relevant areas.