

Human Resource Quality Manual , social	Issue Date: 17 th November 2011
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JOB DESCRIPTION

Title of Post: Positive Behaviour Support Assistant (PBSA) Living Options - Positive Behaviour Services (PBS)	Location: The Mews, Glen Road, Belfast
Accountable to: Registered Manager	
<p>The Mews is a supported living service that provides 24-hour care and support in West Belfast, housing individuals with learning disabilities, mental health needs and/or challenging behaviour.</p> <p>The Mews consists of 12 single occupancy apartments located on the same site.</p> <p>Communication and personal interaction is a key feature of this role and may include the provision of support to people who display behaviours that challenge as a way to communicate their needs, wishes and frustrations.</p> <p>The role requires participation in, and promotion of, a team approach at all times with positive and constructive working relationships for the benefit of the service user.</p> <p>The challenges faced by many service users may result in demanding situations, which may increase the physical, sensory and emotional pressures of the role.</p>	
Salary/Hourly Rate: £17,682 per annum, pro rata from 37 hour week £9.19 ph	Hours of Work: Various contracts available
Closing Date: 31 st December 2019	Length of Contract: Permanent

Key Duties & Responsibilities:

Service Users

The Positive Behaviour Support Assistant (PBSA) will:

1. Ensure that all work is service user focused and upholds the principles of respect, privacy, dignity, fulfillment, independence and choice.
2. Enable new service users to orientate to their home and the local community, including introduction to neighbours as appropriate.
3. Assist with assessment of service users' needs.
4. Participate in supporting the physical and personal needs of service users
5. Establish goals with the service users on an individual basis to ensure the effective utilisation of the service user's resources.
6. Deliver individual programmes of support including social and domestic guidance, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the service users.
7. Participate in monitoring and reviewing individual service user's skills and needs.
8. When applicable, ensure that medication is stored and administered in accordance with The Cedar Foundation's Medication Policy.
9. Encourage service users' opinions and suggestions to be listened to and their personal problems dealt with in a sensitive manner.

Administration

The Positive Behaviour Support Assistant (PBSA) will:

1. Complete daily administration including updating person centred support & care plans, updating proformas and completing accurate daily notes.
2. Report any changes in, or concerns about, individual service users to their line manager.
3. Have responsibility for the accuracy, security and confidentiality of service user records.
4. Ensure unusual, complex or difficult situations are addressed and reported, referring to a senior colleague at all times.
5. Take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure as applicable.
6. Understand and have an awareness of all Cedar Foundation's Policies and Procedures and will work within these.

Accommodation / Health and Safety

The Positive Behaviour Support Assistant (PBSA) will:

1. Provide advice and guidance to less experienced staff undertaking similar duties.
2. Be aware of and act in accordance with The Cedar Foundation's Health and Safety Policy.
3. Conduct all activities in a manner which is safe to themselves and others.
4. Report the need for repairs or maintenance in the accommodation to the appropriate agency/individual.
5. Participate in cleaning as required to ensure agreed standards are maintained.
6. Complete night security checks in conjunction with service users and during the span of their working hours.

General

1. To undertake mandatory training including MAPA with annual refreshers.
2. Enthusiasm to take part in personal development.
3. The Positive Behaviour Support Assistant (PBSA) will carry out other duties commensurate with the post.
4. Registered or willing to apply for registration with the N. Ireland Social Care Council. Once offer of employment has been made, applicants must register with NISCC.

This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER

Person Specification

CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Criteria	Essential	Desirable	Evidenced By:
Education/Training/Qualifications	<ul style="list-style-type: none"> Numeracy & literacy (English language) skills to help maintain records, such as service user monies, support documentation. 	<ul style="list-style-type: none"> NVQ/QCF3 in Health & Social Care or equivalent or willing to attain with Cedar Math and English GCSE's at Grade C or above (or equivalent). 	Application form and Interview
Experience	<ul style="list-style-type: none"> Demonstrable evidence of 1 years care/support experience within the last 2 years with experience of providing physical care / support for service users. 	<ul style="list-style-type: none"> Experience of working as part of a team. Experience of person centred support planning. 6 months experience of paid employment in a care and/ or housing support role Awareness of 'Supporting People' and RQIA (Regulation & Quality Improvement Authority) 	Application from and Interview
Specialist Knowledge & Skills	<ul style="list-style-type: none"> Ability to work as part of a team. Committed to ensuring the provision of quality person centred services. Ability to prepare and cook basic meals Awareness of importance of promoting social inclusion for service users Understand the relevance of empowering people and promoting independence 	<ul style="list-style-type: none"> Knowledge of learning disabilities and associated mental health issues. Physical intervention training (MAPA or equivalent) 	Interview
Circumstances	<ul style="list-style-type: none"> Available to work evenings and weekends 		Application from
<p>Other Requirements before commencing employment</p> <ul style="list-style-type: none"> Applicants must hold a Valid work permit Successful applicants will be required to go through an enhanced Access NI check Two satisfactory references will be required prior to commencement of employment, one from current employer in a managerial role Able to fulfil the Occupational Health requirements for the post 			