

Position Description HIGH & COMPLEX NEEDS ADVISOR

Responsible to: Service Manager –
High & Complex Needs Team

Responsible for: To work collaboratively within a multidisciplinary team to provide safe and positive support to people whose behaviour present challenges. To undertake functional behavioural assessments and develop behaviour support plans containing evidence-based, proactive strategies that meet the specific needs of the person displaying challenging behaviour.

CCT Values

Respect
Reliability
Transparency
Responsiveness

CCT Vision

A world that truly values and celebrates diversity

CCT Mission

Working in Partnership to Enable Great Lives

Every employee's work will reflect CCT principles, the intention of the New Zealand Disability Strategy, and the United Nations Convention on Rights of Persons with Disabilities.

PURPOSE AND SCOPE OF THE POSITION

The High & Complex Needs Advisor has a proactive role in providing Positive Behaviour Support (PBS) underpinned by the principles of Applied Behaviour Analysis (ABA). The High & Complex Needs Advisor provides training and specialist support to CCT staff as required, working alongside support staff to ensure we are constantly striving to provide quality outcomes for all based on CCT values and principles. The High & Complex Needs Advisor will be a positive and professional role model to CCT staff through their interactions, with people supported, other staff, external agencies and the wider community.

KEY ACCOUNTABILITIES

1. People supported by CCT are provided with a quality, relevant, individual and well-resourced service

KEY ACCOUNTABILITIES

- Is available outside office hours for Crisis Behaviour Support
- Is available to debrief with staff

EXPECTED OUTCOMES

- Staff are supported with challenging behaviours after hours
- Staff have an opportunity to reflect/review/debrief around challenging behaviour

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HIGH & COMPLEX NEEDS ADVISOR**

- Undertakes Care Management and Care Manager duties if applicable
- Looks at interventions that will improve support and the person's environment
- Liaises with external agencies
- Marks and mentors Competency Based Training within agreed timeframes as required
- Undertakes Initial Assessments prior to entry to services
- Provides Risk Management Plans as required by CCT Policy
- Undertakes behavioural consultation
- Produces Restraint Protocols and trains staff in Restraint Protocols
- Decisions and Notifications are evidence based
- Writes professional reports as required and/or requested
- Undertakes all duties of Care Manager as defined by legislation and CCT policy
- People have appropriate support for their behaviour
- External agencies are well informed about people's support needs and necessary agencies notified when required
- Staff's completed assessments are marked within timeframes
- Support teams and senior staff have information and recommendations to inform decisions
- Staff are provided with information about known behavioural risks and management plans to prevent and respond to risks
- Provide behavioural advice to staff and people supported or to initiate appropriate referrals
- When a specific restraint is protocol is required, the High & Complex Needs Advisor will work alongside the Restraint Minimization team to develop resources, train staff and monitor restraint
- People have support based on objective and appropriate data
- CCT and external agencies are provided with professional reports

2. Meetings

KEY ACCOUNTABILITIES

- Attends and contributes to Weekly Review Meetings. Action points are completed in agreed timeframes
- Attends regular meetings with their Manager

EXPECTED OUTCOMES

- People's general support, risks and behaviour plans are documented and communicated to the High & Complex Needs Team and Senior Leadership
- High & Complex Needs Advisor regular opportunities to raise questions, seek clarification or make plans

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- Attends staff meetings of assigned services or as requested
- High & Complex Needs Advisor are present at meetings where their input is required
- Attend external meetings as appropriate and required
- High & Complex Needs Advisor develops and maintains relationships with external providers

3. Professional Development

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
<ul style="list-style-type: none"> • To attend minimum requirement of Professional Supervision • To have a clear plan for on-going professional development that is relevant to the position and CCT 	<ul style="list-style-type: none"> • High & Complex Needs Advisor is provided with professional support and has time to reflect on his/her practice and how that best practice and/or CCT Values and Principles are evident in their work • High & Complex Needs Advisor maintains learning and development plan with regular reviews on progress

4. Other Duties

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
<ul style="list-style-type: none"> • Undertakes all other requests from the Chief Executive that are a reasonable expectation of this job 	<ul style="list-style-type: none"> • Requests are professionally, timely and accurately responded to

PERSON SPECIFICATION

Knowledge and Experience:

Required

- Highly reflective and critical thinker
- Able to rely on objective and practical evidence in decision making
- Demonstrates perseverance
- Has problem solving skills
- Good knowledge of the principles of Positive Behaviour Support (PBS)
- Committed to the principles of Enabling Good Lives
- Experience in the application of Applied Behaviour Analysis (ABA)
- Takes responsibility for own learning
- Highly developed sense of integrity
- People focused
- Demonstrates excellent written and verbal communication skills
- Passionate about the work they do and a commitment to person-orientated approaches to planning and provisions of service
- Drive to build stronger communities for people with an intellectual disability
- Experienced in forming effective working relationships both internally and externally
- Experienced in working to agreed quality standards
- Ability to write detailed reports and a good knowledge of the English language
- Experience in working in a co-operative team environment
- A sound and up to date knowledge of word processing using MS Word and Excel
- A full New Zealand driver's licence
- Holds a current first aid certificate

Desired (Optional)

- Previous experience working in the Disability Sector
- Has a sound understanding of CCT Policies and Procedures

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- Has completed CBT Levels 1 and 2
- Has working knowledge of the IDCC & R Act
- Has a working knowledge of relevant legislation relating to Intellectual Disability

Qualifications:

- Has a relevant tertiary qualification

Skills and Attributes:

- Highly developed sense of integrity
- Ability to listen actively
- Demonstrated passion for excellence about the work they do
- A high level of professional and ethical conduct
- Highly self-motivated, directed, flexible and well organised
- Ability to effectively prioritise and execute tasks in a high-pressure environment
- Ability to work independently and to actively contribute in a team-orientated, collaborative environment
- Innovative and solution focussed
- A strong sense of humour
- Has average fitness and physical health
- Able to take responsibility of self-learning

PERFORMANCE MEASURES

Performance will be appraised against the accountabilities and outcomes on this document and specific performance measures as negotiated.

AUTHORITIES

The position has the delegated authorities if there is a Care Recipient in services under the IDCC & R Act.

HEALTH AND SAFETY

Everyone is expected to share CCT's commitment to avoid all accidents which may cause injury, property damage or loss of any kind. Each employee is expected to play a responsible and vital role in maintaining a safe and happy workplace and are reported proactively.

Under the Health and Safety at Work Act 2015, every employee shall take practicable steps to ensure:

- The employee's safety at work
- That no action or inaction of the employee while at work causes harm to any other person
- All people with relevant knowledge and expertise can help make the workplace healthy and safe

RELATIONSHIPS

INTERNAL

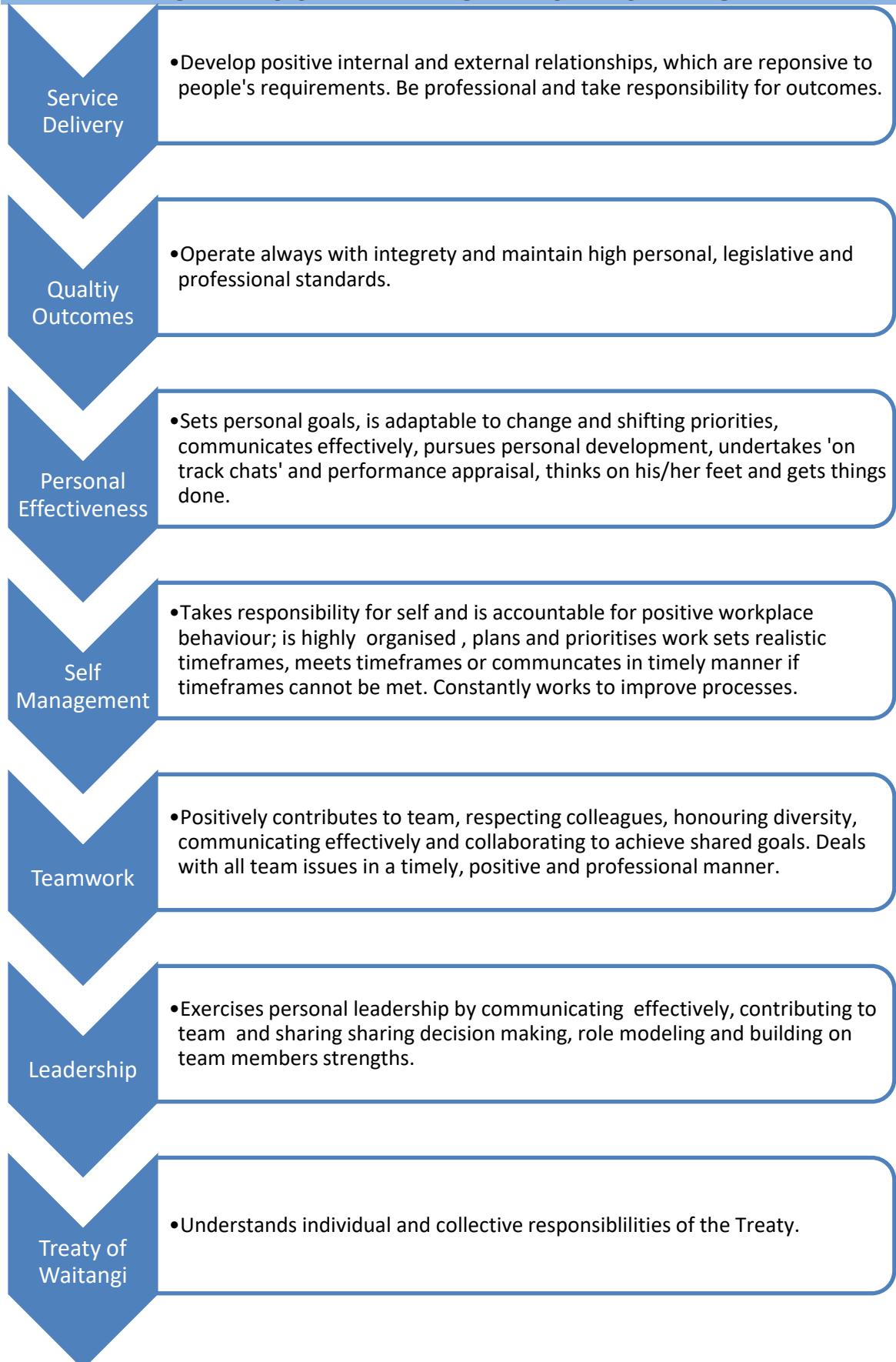
- Chief Executive
- Senior Leadership Team
- Service Manager High & Complex Needs Team
- Service Managers
- High & Complex Needs Team
- CCT staff
- People who receive services from CCT

EXTERNAL

- Parents, families/whanau and advocates of people receiving support
- Other service agencies
- NASC – Access Ability
- ACC
- Oranga Tamariki
- Forensic Community Services (ID)
- Community networks/links

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GENERIC CAPABILITIES EXPECTED OF ALL STAFF



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I have read and understand this position description and I am aware of the responsibilities, requirements and duties of the role and I accept this position.

Employees Name:

Employee Signature:

Date:

Service Managers Name:

Service Manager
Signature:

Date: