

POSITION DESCRIPTION



ROLE:	Behaviour Support Practitioner	TEAM:	Allied Health / Behaviour Support
SUPERVISOR:	Allied Health / Behaviour Support Team Leader	DATES:	June 2025
We are committed to delivering the best possible services which create opportunity and offer choice for people with disabilities and their families. Our purpose statements and our values govern every aspect of our service provision and delivery. Working within the Human Rights framework is intrinsic to our organisation. WHAT WE DO: We develop and deliver services to children and young people with disabilities and their families. WHY WE DO IT: • To enhance family wellbeing • To build inclusive communities • To engage and support children & young people with disabilities			
EMPLOYEE PURPOSE	• To enhance family wellbeing • To build inclusive communities • To engage, empower and support children and young people with disabilities	AIM OF ROLE	Provide behaviour support to participants through the development and review of a behaviour support plan, implementation training and consultation with both informal and formal supports.
JOB SUMMARY	To provide all aspects of positive behaviour support through the completion of functional behaviour assessments (FBAs), the development and review of behaviour support plans and strategies, the identification and management of restrictive practices, the provision of specialist behaviour intervention and support, the delivery of positive behaviour support training to families, support workers and volunteers, the management of behaviour-related incident reports, and by working collaboratively with families and support workers from a Human Rights perspective.		
KEY OUTCOMES	• Be able to effectively write and develop behaviour support plans • Understanding of positive behaviour support • Understand and be able to implement the Disability Act and NDIS Rules (Rights and Restrictive Practices, 2018) • Experience with managing behaviours of concern • Understanding of what constitutes a restrictive practice • Ability to run training sessions for staff and caregivers • To understand and advocate the right of every individual to have access to some form of communication, which allows them freedom of expression and the ability to have choices and power over their own lives		

POSITION DESCRIPTION

TEAM ROLE & RESPONSIBILITIES	To contribute to the operational objectives and practices of the program, this will include: • Undertake significant projects and/or functions involving the use of analytical skills. • Undertake supervisory or specialised functions in line with the IOE Strategic Plan. • Contribute to the development of work practices and procedures; problem definition, planning and the exercise of judgement; provide advice on policy matters and contribute to their development. • Provide advice on matters of complexity within behaviour support. • Prepare and manage relevant budgets. • Contribute to the review of operations to determine their effectiveness. • Contribute to quality improvement. • Provide a consultancy service to a wide range of participants and employees. • Control and coordinate projects/programs as directed. • Provide expert advice within the scope of qualifications and skills.
CORE CAPABILITIES & EXPECTED BEHAVIOURS	IOE Responsibilities ▪ Understanding of IOE’s purpose and strategic aims ▪ Understand and follow the policy and procedures of Interchange Outer East. ▪ Attend and contribute relevant Interchange Outer East meetings and training. ▪ Involvement in formal and informal planning and evaluation processes for relevant programs and the agency as a whole. ▪ Maintain a healthy and safe workplace and environment for all. ▪ Attend and contribute to network meetings and working groups that will contribute to the development of IOE as a whole. ▪ Be rostered on to man the ‘After Hours Emergency Phone’ to support individuals, families and support staff out of office hours. ▪ Effectively handle interpersonal and work management pressures in a professional and positive manner ▪ Be able to conduct and facilitate positive and productive meeting styles. ▪ A focus on developing solutions to issues that arise through work practices. ▪ Ability to work within an environment of Information Systems and processes. ▪ Being able to effectively handle interpersonal and work management pressures in a professional and positive manner. ▪ The role may require work outside standard business hours to meet participant, family and organisational needs. Training ▪ Participate and or facilitate training & skills development in consultation with allied health / behaviour support team leader ▪ Attend induction and all necessary and mandatory training. ▪ Facilitate and support induction training of staff Administration ▪ Maintain high quality administration records and undertake required processes in a timely manner. ▪ Consult with allied health / behaviour support team leader regarding any requests to change your working hours, working location and leave. ▪ Provide accurate acquittal of program expenditure including IOE credit card expenditure. Cultural Safety and Inclusion • Demonstrates zero tolerance for racism and responds appropriately to incidents of racism in line with organisational policies and procedures. • Supports children and young people to express their culture, identity and cultural rights. • Promotes culturally safe, inclusive and respectful practices in all interactions with participants, families, volunteers and staff.

POSITION DESCRIPTION

KEY RELATIONSHIPS AND INTERACTIONS	Liaise and consult with: • Allied health practitioners • National Disability Insurance Agency • NDIA Quality and Safeguarding • Victorian Senior Practitioner • Both paid and informal supports of participants accessing behaviour support
KEY SELECTION CRITERIA	• Must hold a relevant qualification in Occupational therapy, Psychology, Social Work or Speech Pathology or other relevant bachelor degree as defined by the Victorian Senior Practitioner • Demonstrated capacity for high levels of self-responsibility and independence. • Demonstrated ability to work within a team-based approach. • Demonstrated ability to manage and address conflict. • Demonstrated ability to work under limited direction. • Demonstrated excellent verbal and written communication skills.