**Job:** Assistant Behaviour Analyst

**Location:** Office base - South Manchester with travel across the UK.

**Job Type:** To be agreed

**Salary:** To be agreed

**The Service**

Redstone PBS is an independent consultancy and training service providing specialist positive behavioural support services for adults and children whose behaviour can present a challenge to others. Practice contexts include residential and supported living services, specialist schools, main stream schools and working directly with families and people with disabilities and/or special educational needs.

**Job Summary**

The post holder is responsible for completing descriptive functional assessments and developing intervention plans based on these under the supervision of a suitably qualified and experienced professional. They are expected to work collaboratively with people whose behaviour can present a challenge, their families and organisations at assessment, intervention planning and implementation stages. Where required the post holder will provide 1:1 psychoeducational interventions with appropriate supervision. The post holder is also expected to develop data collection systems at an individual level to evaluate interventions.

In addition, the post holder is required to provide training workshops on the areas of autism, challenging behaviour, positive behaviour support and active support. Where required the post holder will be expected to work collaboratively with other health professionals, including clinical psychology, speech and language therapy and occupational therapy.

**Main Duties and Responsibilities**

**Clinical**

1. To contribute to specialist advice and consultation in accordance with a positive behaviour support approach under the supervision of an appropriately experienced and qualified professional.
2. To complete descriptive functional assessments of behaviours that present a challenge to others alongside a wider assessment of the persons like dislikes, communication and general quality of life under the supervision of an appropriately experienced and qualified professional.
3. With support from appropriately qualified and experienced professional to plan and implement PBS interventions based on results of descriptive functional assessments.
4. To work collaboratively with the focus person, their families, paid carers and organisations providing support to individuals to decide on and implement intervention plans.
5. With support from a qualified and experienced professional, to write individual positive behaviour support intervention plans and communicate these effectively to relevant parties.
6. To develop systems and processes, under supervision from a qualified professional, for recording, monitoring and analysing behaviour and skill development which can be used to monitor change and provide evidence of positive outcomes.
7. To support services to collate and analyse behavioural data

1. To communicate in a skilled and sensitive manner, information concerning the assessment, contingencies and intervention plans for people and to monitor the outcomes of the interventions on an on-going basis.
2. To contribute to service or family support plans for a focus person.
3. Under direct supervision, to complete written reports within appropriate timescales and appropriate for the audience and intention for which they are required.
4. Where appropriate to contribute to person centred planning processes, collaborating with other members of staff and families to ensure future plans promote the focus person’s well-being alongside or as part of a positive behaviour support plan.
5. Where required to liaise with community health and social care professionals.
6. To contribute to shared risk assessments. To promote an enabling model of risk management which ensures people continue to be supported to actively engage with opportunities in the wider community.
7. To adhere to the BACB Professional and Ethical Compliance Code for Behaviour Analysts, at all times.

**Teaching, Training and Supervision**

1. To develop and deliver bespoke training according to the needs of the people supported and the service requirements, including areas such as autism, challenging behaviour, PBS and active support.
2. To provide mentoring or coaching to staff within provider organisations in relation to PBS and active support approaches.
3. Where required, to provide professional support and supervision to more junior staff such as behaviour support workers within Redstone PBS.

1. To receive regular line management supervision from a senior clinical psychologist and clinical supervision from other appropriate professionals.
2. To participate in any relevant additional training as required.

**Management, recruitment, policy and service development**

1. To support more junior staff within the framework of the service’s policies and procedures.
2. When required, to contribute to the development of service policies and procedures.
3. Where appropriate to be involved in the development of new service initiatives.

**IT responsibilities**

1. To be fully competent in the use of information technology to support clinical service evaluation and audit, including as a minimum the use of Word, Powerpoint, Excel and to be able to process and manage data and information effectively.
2. To be able to communicate effectively using information technology.
3. To be competent in the use of Office 365 cloud based services.

**Research and Service Evaluation**

1. To contribute to research undertaken by the service, including audit and service evaluation.

**Confidentiality and Safeguarding**

1. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
2. To ensure confidentiality with regard to services provided at an organisational level with respect to working with different provider organisations.
3. To ensure secure storage of paper based, electronic and cloud based confidential information at all times and in line with Redstone data protection policy.
4. To take responsibility for the promotion of safeguarding and the welfare of children and vulnerable adults with whom the post holder has contact as part of their role.

**General**

1. To keep up to date and accurate records of work completed using agreed recording systems.
2. To maintain clinical records in line with BCBA guidelines
3. Promote a positive image of Redstone PBS at all times.
4. To be aware of and follow Redstone policies and procedures and relevant legislation.
5. To maintain harmonious interpersonal relations across services and settings.
6. To work in accordance with the services policies to positively promote at all times equality of opportunity in service delivery in accordance with service policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
7. To perform any other duties as may reasonably be required by Redstone PBS or as requested by the post-holder’s line manager and director of Redstone.

*This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and amended subject to consultation with the post-holder.*

**Job Description Agreement**

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder: ……………………………………Date: …………………..

Line Manager: …………………………………………..Date …………………...