

## Job Description

<b>Job title:</b>	<b>Positive Behaviour Support (PBS) Assistant</b>
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<b>Accountable to:</b>	<b>PBS Service Manager</b>
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<b>Accountable for:</b>	<b>The post holder will have no direct line management responsibilities</b>
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### Job Purpose

As a PBS Assistant for Freeways you will be supporting the PBS Senior Manager and the PBS Service Manager to provide high quality support to individuals with complex needs/challenging behaviour (who may have lived in institutional settings) to live more independently in the community; enabling them to lead healthy and happy lives.

You will ensure services are delivered in a way that puts people we support at the centre of the service they receive and promotes rights, choice, dignity and diversity. This support will be in line with best practice and meet appropriate regulatory, contractual and legal requirements. In the absence of the PBS Manager you will take responsibility for the running of the service.

You may be required to undertake work in another location or post appropriate to your grade on a temporary or permanent basis dependent on service requirements.

### Key Responsibilities and Objectives

As a PBS Assistant you will:

- Assist in the effective management of the service according to Freeways regulations, policies and procedures, in particular Health and Safety at Work and Fire Regulations.
- Assist in the development of PBS support plans and positive risk assessments ensuring that they are followed and model best practice at all times.
- Support people in a manner that reflects their wishes, preferences and personalities by developing innovative and person-centred services that deliver create solutions.
- Oversee, under the direction of the PBS Manager and in collaboration with other professionals, the preparation and organising of assessments, reviews, PCPs and taking a lead role in these meetings where directed.
- Ensure the rights of the people we support are promoted and respected at all times in compliance with the Human Rights Act, Mental Capacity Act, the Care Act and Deprivation of Liberty guidelines and Freeways Policies and Procedures.
- Support your service in celebrating and promoting its successes and the achievements of the people you support.
- Support the PBS Manager to ensure compliance with CQC, local authority and safeguarding requirements and processes.
- Provide reports on the support of service users and ensuring key

processes/procedures are followed through.

- Be responsible for your own continual personal development and undertake training and/or qualifications as required.
- Support the PBS Manager to develop the service in line with the annual action plan, identifying and supporting areas for growth and development.
- Encourage and research the promotion of community contacts, assisting individual's to establish themselves in community, work, learning and leisure schemes.
- Enable individuals to develop and maintain meaningful relationships with others.
- Promote informed choice and enable people to work towards independence in all areas of their life.
- As required, support individual's with personal care to complete domestic tasks and maintain their home. This support may include but is not limited to: personal care, shopping, cleaning, cooking, making and attending appointments and managing their finances.
- When working unsupervised (including lone working) have due regard to on call procedures, take appropriate responsibility for the proper running of the shift/session/activity and manage own workload.
- Need to develop a clear understanding of your role, in line with the competency framework, within the organisational structure and participate in regular supervisions and annual appraisals.

### **Safeguarding and Safety**

In conjunction with the PBS Manager you will:

- Be accountable for the safeguarding of people we support in line with Freeways safeguarding policies, statutory requirements and local authority protocols.
- Ensure that risk assessments and emergency plans are in place, all support plans are implemented and reviewed and working practices are safe.
- Ensure that safeguarding incidents and medication errors are appropriately reported in accordance with national and local guidelines.
- Take responsibility for monitoring and reporting accidents and incidents in line with Freeways Policies and Procedures.
- Ensure the environment is safe and well maintained, equipment is fit for purpose and appropriate for the needs of the people we support.

### **Health and safety responsibilities:**

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and others at work
- To co-operate with Freeways and Freeways Trust as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for health and safety or welfare at work.

### **Equal opportunities:**

Freeways is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their

promotion and implementation.

**Special Notes and Conditions**

Actual working hours will be as agreed by your line manager. Your hours of work will vary depending on operational needs and may include unsocial hours.

Within operational services weekend and evening activities are an integral part of the service we provide. You will be required to work during evenings and/or weekends as the service requires. This may include sleep-in and waking nights.

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Post holders may be asked to undertake any task commensurate with their band.

All job descriptions will be subject to review as appropriate and may be altered in line with the requirements of the post. Any proposed changes will be discussed with the post holder prior to change.

**Created:** Jan 2019  
**Revised:**

## Person Specification – PBS Assistant

*Shortlisting will be based on the criteria listed below, which are derived from the Job Description. Applicants should therefore explain in their application how they think they meet each criterion using relevant examples from previous work experience and community/voluntary/leisure activities, as appropriate.*

Criteria:	Essential/ Desirable	Assessment Method
<p><b>Qualifications:</b> Diploma in Health &amp; Social Care (level 3 or above) or equivalent or willing to work towards Bild accredited PBS training or equivalent or willing to complete</p> <p><b>Experience:</b> Experience of working with clients with complex needs and/or challenging behaviour Relevant life experience, volunteering or work experience</p> <p><b>Skills and Abilities:</b> Good communication skills at all levels Basic IT skills Positive role model Good literacy and numeracy skills To work co-operatively as part of a team and work in partnership with other professionals Manage own workload Lone work in accordance with Freeways procedures.</p> <p><b>Knowledge/Understanding of:</b> Confidentiality and how to apply this in practice Safeguarding and whistle-blowing Welfare and benefits systems</p> <p><b>Values:</b> Understanding of and committed to tackling discrimination and inequality Desire to enable independence Commitment to ensuring service users are at the centre of support provided</p> <p><b>Other Factors:</b> Willingness and ability to travel across the geographical area as required</p> <p>Willingness to work flexibly to ensure the service meets the service user needs</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview &amp; Assessment</p> <p>Application/ Interview</p> <p>Interview</p> <p>Application/ Interview &amp; Assessment</p> <p>Application</p> <p>Application/ Interview</p>