

## Kent County Council

### Job Description: *Board Certified Behaviour Analyst* *- PBS - Intensive Home Support Programme*

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Kent Enablement &amp; Prevention Service</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Designated Key Worker Programme Lead</b>

#### **About the role:**

The behaviour analyst is responsible for managing a complex caseload and supporting neurodiverse young people, directing assessments and interventions that lead to positive changes for the person, their network and wider system.

The role will need to be flexible in approach, solution focused, and have the ability to maintain resilience under pressure. Ideal candidates will have a strong capacity for understanding and navigating complex situations, have a high degree of empathy and an ability to communicate calmly and effectively in situations which may be physically and emotionally challenging.

The role requires a high level of leadership as there is expectation that the role will hold supervisory responsibility for 4 Behaviour Technicians who will support in the implementation of the interventions directed by the behaviour analyst.

The role requires excellent and diverse communication skills: to work sensitively with neurodiverse young people with or without a mental health need and their families. While also being a voice for collaboration with the wider care provision to ensure a stable and personalised approach to care delivery.

The candidate will maintain the highest standards of record keeping including electronic data entry and recording in accordance with professional codes of practice and GDPR principles.

The role is required to work within the Behaviour Analyst Certification Board professional disciplinary and ethical standards. Or an equivalent.

#### **Main duties and responsibilities:**

Use of behaviour analytic skills to develop rapport with clients. Undertake complex functional behaviour assessments and/or functional analysis to develop formulations. Apply behaviour analysis principles to real life situations in order to develop effective, function-based interventions and behaviour support plans. Complete a comprehensive functional behaviour analytic report and presents your findings to the individual, their families/carers and professional network. Ensure there is robust data to validate the intervention strategies.

Up to date knowledge of own availability and case allocation. Allocation of staff to client programs, including matching the individual and staff characteristics and resource availability. Ensure all staff have regular supervision and are informed on where, how and when they can receive additional support. Support supervisees and the individuals network to overcome barriers to understanding their behaviour. Up to date knowledge of supervisee's availability and case allocation, including strengths and areas for development

Upskill the wider workforce in PBS and support the development of a Positive Behavioural Support approach culture. Collaboratively engage the individual and the wider network in the process of the child or young person's support. Complete and present progress to the network through partnership agreed meetings. Deliver training to network to activate a commitment to supporting the person.

Ensure effective use of resources in line with agreed Service requirements and advise the Services Manager of any concerns where management action may be required. Manage supervision, motivation, recruitment, training and development of staff to provide an effective staff group capable of meeting the changing needs of clients. Work with the Services Manager and HR to address performance or attendance concerns if required.

Develop and implement quality control mechanisms in order to monitor standards and practice, ensure client feedback and that service delivery is effective and consistent with the business plan. Undertake ongoing risk assessment and risk management. Ensure all process and procedures in relation to safeguarding, health and safety, and risk management are comprehensively followed.

Develop effective partnership working to support the identified needs of children, young people and their families.

Promote a customer friendly atmosphere in the service and strengthen and develop links with colleagues and community-based agencies to maximise co-operation to the benefit of the service users. With guidance from the Service Manager, undertake informal/formal investigations of complaints in accordance with agreed procedures to ensure accurate recording of concerns, and action is taken to resolve issues or misunderstandings.

Identify and action any safeguarding and welfare issues in line with Kent and Medway safeguarding policy and procedures to ensure that the child / young person's rights and freedoms are protected, and that quality and standards of services provided are maintained.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council  
 Person Specification: *Board Certified Behaviour Analyst*  
*- PBS - Intensive Home Support Programme*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short listed.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	BCBA in good standing or equivalent to be considered i.e MSc PBS or ABA
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience leading a caseload of people with complex neurodiverse presentations who may have co-morbid diagnoses (e.g., generalised anxiety, OCD, Bipolar Disorder) and experienced adverse childhood experiences or trauma.</li> <li>• Experience leading and managing teams to carry out behavioural programmes across various settings (e.g., in school, residential homes, hospital and community settings)</li> <li>• Staff supervision and management – experience is required</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good negotiating and inter-personal skills</li> <li>• Excellent communication and IT skills</li> <li>• Leadership and team building skills</li> <li>• Good organisation and administrative skills</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li> <li>• Ability to operate a 'Customer Care' culture</li> <li>• Report writing</li> <li>• Ability to contribute to business plan</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of legislation, national and local policies, and issues in relation to a neurodiverse client group, ABA and Positive Behaviour Support.</li> <li>• Knowledge of Health and Safety legislation and its application in the work place</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of all relevant legislation e.g. Children Act 1989;2004, Working Together 2015; Children &amp; Families Act 2014; Mental Capacity Act 2005</li> <li>• Awareness Procedures/ Policy in relation to Human Resources, Health and Safety and Finance</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> <li>• Awareness of Information Governance, Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</li> </ul>
<b>Cultural attributes</b>	<ul style="list-style-type: none"> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families and communities at the heart of decision making</li> <li>• Flexible/agile – willing to take (calculated) risks</li> <li>• Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>

