

Working Title PDD Behaviour Consultant I		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Disability Services	Ministry Community and Social Services
Present Class HSW5		Requested Class HSW5	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Behaviour Consultant (BC) will work within a multi-disciplinary Community Support Team (CST) - a collaboration between Persons With Developmental Disabilities (PDD) and Alberta Health Services (AHS). The BC will provide guidance and behavioural planning to multiple stakeholders. The purpose is to build community capacity in working with individuals with developmental disabilities who meet the PDD complex service needs definition with an emphasis on maintaining community placements and a perspective of promoting wellness for the individual.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Knowledge Transfer

Maintain a high level of expertise in best practices, behavior support trends, diagnoses and treatment approaches pertaining to individuals with complex service needs, and building community capacity by:

- Participating in education and training opportunities.
- Transferring information obtained through education and training opportunities to fellow CST members.
- Providing formal training programs and workshops on a variety of related topics to various stakeholders.
- Identifying and promoting high quality training opportunities.
- Providing mentorship through the consultation process to all stakeholders:
 - Work with the CST, individuals, families, PDD staff, community service providers, and other stakeholders to improve their understanding of and competency in supporting individuals with complex service needs.
 - Assisting in assessment of unmet needs, advocating, planning, ethical decision-making, wellness supports, risk management, and outcome development.

Case Coordination

Take the lead on some individual cases accepted by the Community Support Team, where behaviour is deemed the prominent concern to ensure efficient use of time and sharing of knowledge by:

- Working with the team to determine which team members and disciplines would be beneficial to involve in the CST consultation process.
- Collaborating in meetings with stakeholders and CST members.
- Ensuring team recommendations are integrated in effective outcome(s).
- Outlining estimated timelines for CST consultation.
- Monitoring progress of CST consultation and recommending changes in case status and preparing stakeholders to maintain supports when the CST closes a case.
- Identifying gaps in knowledge and/or resources, and engaging the CST members in addressing these gaps through community collaboration.
- Collecting and submitting data for CST outcome evaluations.
- Summarizing the involvement and recommendations of the CST and sharing it with all involved stakeholders.

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Assurance

Support stakeholders to provide ethically grounded and responsibly administered behavior management support to individuals that contributes to an improved quality of life outcome by:

- Evaluating the effectiveness of individual supports and making recommendations for improvement.
- Ensuring individual plans meet ethical standards as outlined in accreditation standards and PDD Policy.
- Working along-side another CST member who is functioning as the lead on an individual case for further support, insight and collaboration.
- Providing ongoing evaluation of regional community capacity to provide behavior management support throughout the PDD Region.
- Promoting accountability by formulating agreement of stakeholder responsibilities.

Direct Intervention

Provide specialized supports, education and advice to staff, individuals, families and community partners by:

- Participating in and/or conducting individual functional behavior assessments, including consultation with the individual whenever appropriate.
- Providing education and hands-on training regarding the Wellness Plan, possibly in the individual’s home as needed.
- Providing support, consultation and advice during times of crisis due to escalation in behavior of concern.
- Attending appointments as needed (e.g., mental health, psychiatry, etc.).

Community Collaboration

Represent PDD, Seniors, Community and Social Services and the CST to establish mutually supportive connections with other stakeholders and create effective community networks by:

- Recommending appropriate generic and PDD resources, supports and services for specific situations and assisting with referrals and introductions as necessary.
- Working with fellow CST members to establish rapport and positive, collaborative working relationships with various community resources and professionals.
- Facilitating effective working relationships between stakeholders to meet individual needs and promote future mutually supportive collaboration (e.g., service providers and mental health counsellors; service providers and Psychiatrists; etc.).
- Ensuring all professional interactions with community stakeholders and professionals meets the highest level of respect, accountability, integrity, and excellence.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position provides services in line with Seniors, Community and Social Services (GOA) and PDD policies and goals.

Reporting to the CST Clinical Team Leader, the position is responsible and accountable for the provision of behaviour consultation within a wellness framework as part of a multidisciplinary team with AHS. This consultation supports individuals who are eligible for PDD services and meet the complex service needs criteria, or are at imminent risk of meeting the criteria.

Individual needs and intensity of support required varies greatly. Some individuals may be aggressive or confrontational and the consultant may need to use crisis communication and personal safety skills. Consultation may involve collaboration with the individual, their family, guardian, physician(s), other AHS staff, service providers, PDD staff, and other community stakeholders.

This position will require both collaborative and independent work. Innovative problem-solving skills are needed.

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Some special project involvement (e.g., OH&S, Outcome tracking, intake, etc.) will be required in order to support effective functioning of the CST.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The BC will have a Rehabilitation Practitioner Diploma, or Disabilities Studies: Leadership & Community Diploma or equivalent with a minimum of 3 years of experience in positive behaviour support planning, adaptive behaviour training and/or trauma-informed practice preferably in a community setting. This is in order to provide theoretically and ethically sound assessment, advice and guidance through the consultation process. Case management experience is preferred.

This role requires a strong knowledge and understanding of adults with developmental disabilities who have complex service needs, including addiction and mental health disorders.

The BC requires full working knowledge of PDD policy and program rules and be familiar with:

- Services and legislation regarding dependent adults, etc. as is appropriate for the job.
- Mental health Professions Act, the Code of Conduct for psychologists, FOIPP, the Dependent Adults Act, the Mental Health Act, and the roles and responsibilities under each one.

The BC must have well developed and demonstrated:

- mediation and conflict resolution skills
- interpersonal and relationship management skills
- verbal and written communication skills
- problem-solving, analytical, and decision making skills, including ability to assess complex issues
- research and information integration skills, including ability to analyze diverse information and evaluate options
- organization and time management skills, including ability to prioritize multiple and competing demands
- commitment to client service, team work, continuous improvement, and confidentiality
- working knowledge of Microsoft Office

Travel is a requirement of this position. Valid First Aid & CPR is also required but may be provided on-the-job. Routinely scheduled on-line training as per Human Services requirements will be completed.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

In order to develop community capacity and promote individual wellness the following contacts will be required as part of the consultation process.

Daily contact with the multidisciplinary CST members.

Daily to weekly contact with:

- Adults with developmental disabilities, their private guardian or natural supports
- Service Providers
- PDD Caseworkers

Daily to monthly contact with:

- PDD Contract Specialists
- Assured Income for the Severely Handicapped (AISH), AHS (e.g. community clinicians), Office of the Public Guardian/Trustee (OPGT)

Occasional contact with:

- Associations, advocates and other mandates (e.g. Mental Health, Health, Education, Career Development, Justice, and Children's Services, community organization, Schools and other institutions within the community)

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15)

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide Pages 15-16).
Significant changes since the last review are: <ul style="list-style-type: none">• The BC position has been integrated into the multidisciplinary CST as part of a collaboration with AHS.• It is no longer a requirement or responsibility of the BC to act as the ‘qualified person’ as per CET requirements.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide Page 17).
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This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date