

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title PDD Behavioural Consultant I		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Persons with Developmental Disabilities	Ministry Human 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](#)).

Within the identified outcomes for the PDD program of well-being, independence, community connections and quality services the role of the PDD Behavioral Consultant (BC) acts as an integral member of the Community Support Team. This team is a joint initiative between Alberta Health Services and PDD and exists to provide specialized supports and services to PDD eligible individuals with complex behavioral support needs through a range of multidisciplinary positions including Nursing, Occupational Therapy, Social Worker, and Behavioral Consultants. A person with complex service and support needs is an individual who has a history of or high likelihood of being destructive to themselves, others or property. Essential to the skill set of this position will be an understanding of how behavior is manifested as a result of a mental illness, developmental disability and/or other environmental factors.

Reporting to the PDD Manager, Team Leader, or Enhanced Behavioral Consultant, the role of the BC will be to assist individuals with complex behavioural support needs, referred by the PDD Service Coordinator, to identify and obtain needed services that will enhance their well-being and assist in maximizing their independence and inclusion in the community. The BC may provide consultation, guidance, behavioural planning as part of the multidisciplinary team or independent of the team to individuals who have behavioural support needs. The BC position is required to work closely with team members, service providers and families to address the exhibited and underlying behavioral issues for each individual, and focus on ways to reduce issues that are highly charged and difficult to resolve.

The Behavioral Consultant will play a key role on the team, providing a holistic perspective of individuals' health, wellbeing and level of functioning. They will provide community consultation to a wide range of stakeholders, providing in-home support and teaching all parties strategies to effectively deal with complex mental health issues/behavioral concerns. Assistance will be delivered in the community to provide hands-on support to the individual and support system, with the ultimate goal of maintaining their community living arrangement and optimizing their ability to live as independently as possible. Collaboration with multiple stakeholders across multiple service systems are often required and is essential to achieving successful outcomes for individuals with complex service and support needs. A considerable degree of experience and skill is necessary to execute these responsibilities.

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](#)).

Consultation, Support and Direction to Stakeholders

Consults, assists with and provides direct support for implementation of recommendations to stakeholders to achieve appropriate service delivery options and strategies to maintain complex needs individuals with unique and specialized service needs, in community placements.

Individual Consultation

For individuals with complex needs with unique and specialized service needs the incumbent "supports stakeholders to support the individual" by:

- Providing consultation, guidance and input to individuals, families, PDD Service Coordinators,

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community service providers, in order to inform a comprehensive individual plan that involves assessment, ethical decision-making, positive behavior support, behavior intervention, monitoring and review, with main considerations to community placement stability.

- When required develops and modifies behavior support plans based on changing needs of individuals, best practice in supporting adults with complex needs, including responding quickly to situations where there is an elevated degree of risk.
- Evaluates the effectiveness of individual behavior plans to ensure they contribute to an improved quality of life outcome. Recommends resources within, community, PDD and other government ministries to meet the service needs of individuals.

Stakeholder Consultation

The BC consults to and supports stakeholders by:

- Works with the Community Support Team and local and regional integrated case management team members, individuals, families, PDD Service Coordinators and PDD staff, community service providers, to improve their understanding of and competency in supporting individuals with complex service and support needs including assessment, planning, ethical decision-making, positive behavior supports, behavior intervention, monitoring and review. Assessment will reflect behavior management and functional ability, including risk to individual, staff, family and/or other people in community, where behaviors may manifest into causing harm to person or property.
- Assessments will be conducted for new referrals and reassessments of individuals already receiving services from PDD including urgent assessments of individuals who may be experiencing an increase in behaviors (frequency and/or volatility).
- Offer information and expert advice on complex service issues.
- Identify appropriate services and supports and assist in referral to these as needed.
- Provide education and hands-on training to staff, individuals, families and community partners regarding specific needs and strategies to mitigate risk.
- As part of the Community Support Team may be responsible to provide input on the development of restrictive procedures.
- Behavioral consultation will occur for new referrals and reassessments of individuals already receiving services from the community support team including urgent individuals who may be experiencing an increase in behaviors (frequency and/or volatility), or other crisis issues.

Service Provider Consultation and Development

The BC will foster the continued development of PDD funded service providers to effectively support individuals with complex service and support needs through a number of initiatives and strategies including:

- Work with the individuals support team in order to inform a comprehensive individual plan with main considerations to community placement stability.
- Develop and modify behavioral plans based on changing needs of individuals, including responding quickly to situations where there is an elevated degree of risk.
- Evaluate the effectiveness of individual behavior plans to ensure they contribute to an improved quality of life outcome. Recommends resources within an agency, community, PDD and other government ministries to meet the service needs of individuals.
- Support the service provider to gain the necessary skills to conduct observation, assessment, and program development for individuals with behavioral support needs. Activities will reflect strategies to address behavior management, functional ability, and environmental influences. Behavioral consultation will occur for new referrals and reassessments of individuals already receiving services from the community support team including urgent individuals who may be experiencing an increase in behaviors (frequency and/or volatility), or other crisis issues.

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Community/Regional Consultation and Development

- Provide ongoing education throughout the PDD Region to staff, individuals, families and community partners regarding specific needs and strategies to mitigate risk.
- Provide ongoing monitoring and evaluation of behavior management support throughout the PDD Region
- Provide ongoing consultation and collaboration with stakeholders, Community Support Team members, as well as PDD staff regarding complex service delivery system problems and possible solutions and when needed forward service delivery system problems to the Regional and Provincial Issue Resolution Tables.

Knowledge Transfer

The BC is expected to maintain a high level of expertise in all areas of providing support and service to “individuals with complex service and support needs”. The BC is expected to share this information with stakeholders through a variety of actions and initiatives including:

- Ongoing education and training through the consultation process
- Provide formal training programs and workshops on a variety of related topics

Assurance

The BC supports stakeholders to provide ethically grounded and responsible administered behavior management support to individuals that contribute to an improved quality of life outcome.

- Evaluate the effectiveness of individual supports to ensure these contribute to an improved quality of life outcome and make recommendations for improvement
- Ensure all individual plans include monitoring requirements with clear timelines.
- Recommend appropriate generic and PDD resources, supports and services for specific situations

Direct Intervention

This position is responsible for facilitating the personal growth of individuals with complex service and support needs. The incumbent:

- Works as part of a Community Support Team to provide specialized supports, this may include hands-on support at the individuals' home, education and advise to:
 - Service providers; and
 - Families where there is no service provider in place
- Participates in and/or facilitates person centered plans and approaches with the focus on achievement of personal outcomes
- Provide training and direction to families and service provider staff on program procedures
- Conduct individual behavior assessments
- The BC is required to be available to provide support, consultation and advice during times of crisis due to escalation of behaviours.

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 consults, assists with and provides support for implementation or recommendations with stakeholders to determine appropriate service delivery options and strategies to maintain individuals with complex service and support needs in community placements. This position works with individuals with complex service and support needs, and their support network, that are referred by the PDD Service Coordinator.

All PDD Behavioural Consultants work independently and in conjunction with the local and regional Community Support Teams. Reporting relationships vary by Region. Supervision received can include monthly supervisory meetings or informal meetings as required for consultation. Work is reviewed for extent/quality of documentation for client need and how they are met, implications/appropriateness of decisions, approval of proposals.

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, Disabilities Studies: Leadership & Community Diploma or equivalent, plus have three to five years experience in positive behavioral support planning, adaptive behavior training and behavior management in a community setting. This role requires a strong knowledge and understanding of adults with developmental disabilities who have complex service and support needs including practices and approaches to supporting them to live successfully in community placements. This would include:

- Knowledge and ability to make judgments required for developing behaviour support plans and analyzing situations.
- Good understanding of behavioral support theories and best practices
- Knowledge of applied behavioral analysis, behavioral therapy principles, various syndromes, mental retardation, etc.

The PDD Behavioral Consultant must possess skills in: planning; interviewing; problem-solving; conflict resolution; computer skills; strong social and communication skills; and human relations/interpersonal skills.

The PDD Behavioral Consultant requires full working knowledge of PDD policy and program rules and:

- Knowledge of the services and legislation regarding dependent adults, etc. as is appropriate for the job.
- Need to know the policies of the Region, as well as the Mental health Professions Act, the Code of Conduct for psychologists, the Ethical Guidelines, FOIPP, the Dependent Adults Act, the Mental Health Act, the Community Governance Act, and the roles and responsibilities under each one.
- Applied Behavioral Analysis.
- Behavior Therapy principles.
- Developmental literature and best practices in the field.
- Various syndromes.

The PDD Behavioral Consultant must have well developed and demonstrated:

- problem-solving, mediation and conflict resolution skills
- interpersonal and relationship management skills
- verbal and written communication skills
- ability to negotiate service/support plans
- judgment, 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

Travel is a requirement of this position.

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

- Adults with developmental disabilities, their private guardian and/or other supports
- PDD program Approved Service Providers
- Contract/Resource managers
- PDD Service Coordinators
- FSCD, AISH, AHS, OPG
- Associations, advocates and other mandates i.e. Mental Health, Health, Education, Career Development, Justice, and Children's Services
- Communities, 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:

- The BC stakeholder group has been expanded to include the Community Support Team (CST) and local and regional integrated case management teams, of which the BC is an active member and requires collaboration with other AHS CST members.
- It is no longer a requirement, responsibility of the BC to act as the 'qualified person' in multidisciplinary teams as per CET requirements, however, PDD Regions may choose to assign this responsibility to the BC position.
- The BC as part of the Community Support Team is expected to provide education and training, in the individuals' homes as required, to families who do not use service providers and to service provider staff.
- The BC is required to be available to provide support, consultation and advice during times of crisis due to escalation of behaviours.
- This job description is applicable to PDD Program versus just PDD Central Region.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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