

JOB POSTING

Position:	Positive Behaviour Support (PBS) Coordinator
Position Type:	Permanent
Duration:	37.5 hours per week
Department:	Organizational Effectiveness
Closing Date:	November 3, 2017

PURPOSE:

To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” To provide training and act as a resource in the age of restrictive procedures and positive behaviour support to staff who provide services to adults and children within DDRC programs.

Leadership:

- Remains current in terms of positive behaviour supports and collaboratively works with the PBS Specialist to research, design and deliver the PBS course as indicated by changing trends and needs
- To work in conjunction with the PBS Specialist in assessing, developing and implementing positive behaviour support plans and planned approaches
- To be knowledgeable of Creating Excellence Together (CET) standards relevant to behaviour support and ensure staff understanding and agency compliance with the standards
- Remains current in issues related to persons with developmental disabilities
- Acts as a liaison with external agencies regarding current training available and planning for fee for service needs
- Communicate with stakeholders or other service providers on an “as-needed” basis
- Collaborate with the departmental manager or the designate

Administrative:

- Completion of functional analysis of challenging behaviour(s) to determine the need for a Planned Approach (PA) or Positive Support Plan (PSP)
- Development, implementation, monitoring & evaluation of PA’s and PSP’s and related paperwork
- Provide training for employees in positive behaviour support (PBS) theory including interventions, strategies, tools, methods and critical thinking skills regarding support to clients
- Be available for support, act as a resource to and mentor employees, clients, & support networks regarding PBS
- Member the Positive Alternatives Resource Committee (PARC)
- Attend network meetings with other professionals involved in support to clients
- Keep up to date on CET standards that apply to the area of behaviour supports and restrictive procedures and ensure DDRC policies and procedures are in alignment

JOB POSTING

- Perform all other duties as assigned or needed under the direction of the departmental manager or the designate

Professional Development and Training:

- Takes accountability to ensure all mandatory certifications and training are kept current

Education/Professional Certifications:

- An undergraduate degree in Psychology or Human Services, diploma or similar education and/or equivalent experience
- A minimum of two (2) years' experience working with persons with disabilities which includes the knowledge and application of behaviour principles, interventions and strategies

Experience:

- Strong knowledge and understanding of Creating Excellence Together standards, relevant legislation
- Demonstrated knowledge, experience and effectiveness in:
 - developing and applying a behaviour support plan in response to challenging behaviour in community or employment settings
 - training and mentoring staff in PBS
 - the application of critical thinking and facilitation skills
 - building agreement and consensus within support networks regarding plans and their strategies
 - report writing -ability to pull together information and write a clear, understandable support plan and other reports as required
- Proficient in MS Office, with particular emphasis on Microsoft Word, Excel and PowerPoint

Mandatory Competencies:

- Critical Thinking
- Excellent Organization
- Ethics and Integrity
- Excellent Written and Oral Communication
- Accountability and Dependability
- Result Orientated and Attention to Detail

Personal Qualities:

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning

Please send your resume to the email address employment@ddrc.ca citing "DDRC-17-27W-PBS Coordinator" in the subject line.

The DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.