

Position Description

Manager, Community Services – Ngukurr

Reports to:

- Manager, Remote Community Services Team

Direct reports:

- Family Support Workers - Ngukurr
- Aboriginal Community Workers - Ngukurr

Location:

- FIFO (from Darwin, Cairns, Katherine or Groote Eylandt)
- Initially based in Darwin, Katherine or Cairns until staff housing on Groote Eylandt or Ngukurr available

Special Provisions:

- Sound physical fitness and personal resilience.
- Willingness to travel to remote communities (by light aircraft or 4WD).
- Ability to travel to Ngukurr at least one week every three (3) to four (4) weeks.
- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance.
- Ability to obtain and maintain an NT class C manual drivers' license.

Summary of the position:

The Manager, Community Services (Ngukurr) is a member of a larger multidisciplinary team based across multiple locations (Darwin, Cairns, Groote). The Manager, Community Services (MCS) (Ngukurr) responds to our clients and their families by delivering holistic person-centered practice, and working in partnership with families living with MJD, by valuing and respecting MJDF's 'our-way' approach. The MCS will provide intensive services and support to families such as assessing client, family and carer needs; planning, information and referral; group work; liaising with and providing access and participation to community groups, welfare agencies, NDIS and other government bodies.

The role is greatly varied in its day to day tasks and provides hands on support to MJD clients and their families living in Ngukurr, Numbulwar, Katherine and Urapunga. At times the MCS (Ngukurr) will be working independently in remote locations and will need to have personal resilience and be adaptable.

In addition, the role will provide support to the Management team across all core activities of the MJD Foundation (Education, Equipment, Advocacy, Research, Clinical Services and Community Services).

This is a remote based position, however, until accommodation is available the successful applicant can be based in Darwin, Katherine or Cairns (accommodation may be available in Ngukurr or on Groote Eylandt)

This is a permanent full-time role, 38 hours per week.

Key Responsibilities:

1. Supervision

- Supervise the team of FSWs, ACWs who support our clients from Ngukurr.
- Collaborate and be guided by Cultural Advisors regarding 'Our Way' model of practice and the 'Proper Approach' to service delivery.
- Facilitate team meetings.
- Incident response & management (in collaboration with the COO).
- Maintain and update documentation of Community Service activities – Client filing/communication.

2. Community Services

- Facilitate the effective delivery of Board approved MJDF Community Programs and supports in Ngukurr (and surrounds).
- Provide Support Coordination (complex case management) for allocated clients.
- Support clients with NDIS application process (Access Request Form) where required.
- Organise respite (Short term accommodation) trips for clients who are NDIS participants.
- Facilitate the therapy program "Staying Stronger for Longer" by supporting the provision of varied therapeutic/rehabilitative interventions for clients throughout the stages of MJD (and documentation of same).
- In collaboration with allied health staff, facilitate the provision of adaptive equipment when appropriate.
- In collaboration with allied health staff, facilitate home modifications to promote independence and safety.
- Conduct person centred planning and risk assessments for clients.
- Maintain individual client files and person centred plans, and liaise with and share information with relevant government and NGO service providers with client consent.
- Liaise with and implement the recommendations of MJDF research partners.
- Provide education and training to clients, families, carers, service providers and other organisations as appropriate including giving presentations to clinical staff and other service providers.
- Provide holistic, culturally appropriate support to affected families on a flexible basis.
- Facilitate and support clients' engagement with other service providers and community agencies.
- Raise community awareness.
- Advocate on behalf of affected individuals and families.
- Apply capacity building and community development strategies.
- Facilitate meaningful, enjoyable activities to enhance quality of life.
- Be flexible and responsive to community needs.

Selection Criteria:

- Relevant tertiary qualifications (Occupational Therapy, Physiotherapy, Disability, Nursing or other Allied Health Professions) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- Experience working in a remote community.
- Knowledge and understanding of Aboriginal and Torres Strait Islander people and their communities and cultures from an historical and contemporary perspective.
- The ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people and in accordance with community protocols and customs.
- A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach.
- Leadership skills and experience
- Highly developed ability to communicate effectively, both orally and in writing.
- Be resilient, flexible with a 'can do' attitude
- Demonstrated experience with a range of computer software and good computer skills.
- Commitment to multi-disciplinary and inter-sectoral working.
- Ability to work both independently and as part of a (cross cultural) team.

Desirable criteria

- Understanding of the mechanisms and processes of Machado Joseph Disease.
- Clinical experience in neurological and/or rehabilitation settings.
- Knowledge of the NDIS.
- Working knowledge of NT Government and/or NGO services and facilities.
- Training, education or mentoring experience.