



Position Description

Manager Community Services Team

Reports to:

- Director, Community Services

Direct reports:

- Community Services Lead(s)
- Client Engagement Specialist(s)
- Family Support Worker(s)
- Aboriginal Community Worker(s)

Award level:

HPSSA level 4 or SCHADS level 6, depending on background and experience

Special Provisions:

- Willingness to travel to remote communities (by light aircraft or 4WD).
- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government vaccination policies and provide proof of compliance.
- Ability to obtain and maintain an NT or QLD class C manual drivers' license.

Summary of the position:

The role provides direction and leadership to the Community Services Team across all core activities of the MJD Foundation: Community Services, Clinical Services, Education, Research and Advocacy. The position is part of the Management team and incorporates liaison with other senior staff.

Key Responsibilities:

1. Governance

Provide input into:

- MJDF's Strategic Plan;
- Policy and procedure development;
- Development of performance objectives and measurements of outcomes.

2. Leadership

- Lead and support the team of Community Services Lead(s), Client Engagement Specialist(s), Family Support Worker(s), Aboriginal Community Worker(s) who service the communities where we work.
- Delegate day to day supervisory tasks to Community Service Lead(s) across communities.
- Collaborate and be guided by Cultural Advisors regarding 'Our Way' model of practice and the 'Proper Approach' to service delivery.
- Incident response & management.

3. Community Services

Oversee the delivery of client/family/community supports & services honouring the 'Our Way' approach; to enable our clients to be the effective drivers of our service, with their needs and priorities reflected in the programs developed and the way that they are implemented.

- Manage and oversee CSL/CES/FSW/ACW support to clients/families.
- Collaborate with Therapy Program Manager (and therapists).
- Have oversight of NDIS planning, client files and documentation.
- Collaborate with Support teams (Operations, NDIS) regarding Community Trips (staff interactions, calendar planning, workload, interagency interactions).
- Collaborate with Genetic Services Program Manager (staff and client interactions and Progeny).

4. Advocacy

In collaboration with Director, Community Services and Chief Executive Officer:

- Participate in client advocacy.
- Raise community awareness of MJD and SCA7.
- Advocate on behalf of affected individuals and families.

Selection Criteria:

- Relevant tertiary qualifications (Allied Health, Disability, Community sector) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- Knowledge of the National Disability Insurance Scheme and experience working with NDIS participants/plans.
- Remote community experience; living and working in the remote context.
- Understanding of the mechanisms and processes of Machado Joseph Disease or closely associated Ataxias.
- Demonstrated capacity to work independently under broad direction and as part of a multidisciplinary team, effectively prioritise workloads and meet deadlines.
- Strong people leadership skills: demonstrated experience in building and maintaining strong collaborative relationships with a diverse range of people and organisations.
- Strong stakeholder management skills.
- Highly developed ability to communicate effectively, both orally and in writing.
- A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach.
- Knowledge and proven experience working effectively in Aboriginal communities and alongside Aboriginal community workers.
- Commitment to multi-disciplinary and inter-sectoral working.

Desirable criteria

- 3+ years' experience in a leadership/management role.
- Clinical experience in neurological and/or rehabilitation settings.
- Working knowledge of NT, QLD Government and/or NGO services and facilities.
- Training, education and/or mentoring experience.