



# **Position Description**

## **Community Services Specialist**

### **Reports to:**

- Manager Community Services Team

### **Direct reports:**

- None

### **Award level:**

HPSSA level 3 or SCHADS level 4, 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 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 Community Services Specialist (CSS) will work as part of a multidisciplinary team that 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. By providing flexible and culturally responsive care based on a strong foundation of enduring relationships, we aim to provide families living with MJD specialist care and support, working together to stay stronger for longer.

A central part of the vision of the program is working in partnership with MJDF clients and Aboriginal Community Worker staff to explore opportunities to learn from each other, integrating biomedical knowledge of rehabilitation with traditional therapies, knowledge and values to work towards clients' goals.

The CSS 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, and government bodies.

The role is greatly varied in its day to day tasks, and provides hands on support to MJD clients and their families.

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

### **Key Responsibilities:**

- Facilitate the effective delivery of Board approved MJDF Community Programs and supports in Cairns.
- Provide Support Coordination (complex case management) for allocated clients.

- 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 with the relevant authorities.
- In collaboration with allied health staff, facilitate home modifications to promote independence and safety with the relevant authorities.
- 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.
- Facilitate and integrate approved research projects into appropriate programs.
- 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, keeping 'Our Way' at the centre of what we do.
- 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 (allied health/ disability/ community support sector) with subsequent relevant experience in community/disability services, or an equivalent combination of relevant experience and/or education and training.
- 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.
- Highly developed ability to communicate effectively, both orally and in writing.
- Demonstrated experience with a range of computer software and good computer skills.
- A self-starter, with proven ability to manage relationships and initiate change.
- 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 and/or mentoring experience.