



## **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 the health and disability needs of our clients and their families by delivering holistic person-centered care in partnership with families living with MJD. The MJDF is an Aboriginal organisation and we take our core values from combining best practice western and traditional cultural knowledge in the '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 and health care management with traditional therapies, knowledge and values. We aim to build capacity and achieve client goals through flexible and responsive practice.

The CSS will coordinate, provide, and facilitate access to health and disability care services and support to families including assessing client, family and carer needs; planning and prioritizing interventions, providing information and referral; group work; liaising with and providing access and engagement with 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. (Complex) Case management and assistance navigating the National Disability Insurance Scheme (NDIS) is a large part of the role.

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

### **Key Responsibilities:**

- Facilitate the effective delivery of MJDF Community Programs and supports.
- Provide Support Coordination (complex case management) for allocated clients.
- Organise Respite (Short term accommodation) trips for clients who are NDIS participants.
- Facilitate the MJDF 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).
- Work with the therapy team to facilitate safe and appropriate home environments and independence achieving activities of daily living through the provision of adaptive equipment and home modifications
- Conduct person centred planning and risk assessments for clients.
- Maintain individual client files and person centred plans and liaise with and share information appropriately with relevant government and NGO service providers
- Assist with best practice care provision through the implementation of relevant research findings
- Provide education and training to clients, families, carers, service providers and other organisations including giving MJDF specific presentations to clinical staff and other service providers.
- Provide holistic, culturally appropriate support to affected families on a flexible basis, giving primacy to the 'Our Way' model
- Facilitate and support clients' engagement with other service providers and community agencies.
- Raise community awareness.
- Advocate on behalf of affected individuals and families.
- Facilitate meaningful, enjoyable activities to enhance quality of life.

### **Selection Criteria:**

- Relevant tertiary qualifications with a clinical background (nursing/ allied health) 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;
- Knowledge and experience working with the National Disability Insurance Scheme (NDIS);
- Experience in Complex Case Management;
- A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach;
- Highly developed ability to communicate effectively with a range of stakeholders and develop strong and collaborative relationships;
- 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;

### **Desirable criteria**

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