



# Position Description

## Therapy Program Manager

### Reports to:

- Director, Research, Clinical Services & Education

### Direct reports:

- Therapists (Allied Health Professionals)
- Therapy Assistant (s)
- Aboriginal Community Worker(s)

### Award level:

- HPSSA level 4, depending on background and experience

### Location:

- Darwin

### 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 Government mandated vaccination policies and provide proof of compliance.
- An NT class C drivers' license.

### Summary of the position:

The MJD Foundation has recently established a dedicated therapy program, supporting people living with MJD in the NT to access specialist multidisciplinary allied health care. We are an Aboriginal organization, 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 evidence-based, best practice approaches to rehabilitation with traditional therapies, knowledge and values to work towards clients' goals.

The Therapy Program Manager provides strategic input, management, oversight and direction for the MJDF's Therapy program and leadership and guidance to the Therapy Team, in addition to providing a limited amount of clinical support to a small case load of clients. The Therapy Program Manager will have the opportunity to work in close collaboration with the broader clinical services team to contribute to the delivery of our community-based Ataxia Clinics and support the delivery of key research projects. The position is part of the Management team of the MJDF and incorporates teamwork alongside other senior staff of the MJDF.

## **Key Responsibilities:**

### **1. Governance**

As a member of the Management team, the Therapy Program Manager will provide input into:

- MJDF's Strategic Plan
- Therapy Program design, implementation and evaluation;
- Policy and procedure development
- Development of performance objectives and measurements of outcomes

### **2. Leadership**

- Lead the MJDF Therapy Program vision and strategy;
- Work collaboratively as a member of a multidisciplinary team, in partnership with clients, ACWs and cultural advisors to lead and grow the therapy program within the MJDF in line with therapy team vision and organizational values.
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- Collaborate regarding HR functions – recruitment, inductions, setting goals, performance appraisals, continuing professional development, staff wellbeing, intra program support, workforce capacity, work health & safety.
- Incident management and response.
- Provide input & analysis of the Therapy Program Budget
- Collaborate and communicate with other leaders in the organisation.

### **3. Clinical Services**

- Develop, document and recommend MJDF therapy procedures under the Therapy program, meeting MJDF and NDIS reporting requirements for clinical services delivered
- Manage and facilitate the therapy program by supporting the provision of varied, therapeutic/rehabilitative interventions for clients throughout the stages of MJD and other ataxias.
- Lead, develop and implement innovative, strength based, evidence informed, culturally responsive best practice care (individual and/or group) to families living with MJD and other conditions.
- Liaise with MJDF consultant neurologist and actively lead and contribute to the development of professional knowledge and skills in therapeutic intervention for people living with Ataxia;
- Support the Therapy team's contributions to the 'cycle of knowing' and lead implementation of recommendations of MJDF research partners into therapeutic activities;
- Draw on skills and experience to support complex allied health/clinical issues that entail interaction with specialist medical professionals as required, and engage with specialty services providers for partnerships;
- Support the development of program monitoring and evaluation tools for therapeutic programs.

### **4. Research**

Lead facilitation of approved research projects/activities in consultation with the Director of Research, Clinical Services & Education.

### **5. Advocacy**

- Participate in client advocacy;
- Raise community awareness of MJD and SCA 7

- Advocate on behalf of affected individuals and families.

**Selection Criteria:**

1. Tertiary qualifications in a relevant discipline (Health, Disability, Community Services) with at least 2 years relevant leadership experience, or an equivalent combination of relevant experience and/or education and training.
2. At least 5 years of clinical experience including experience working in a neurological and/or rehabilitation setting;
3. Demonstrated practical experience in the delivery of therapeutic services in Aboriginal communities, within a remote delivery setting.
4. Highly developed interpersonal skills and attributes with the ability to interact effectively in a highly responsive manner with Aboriginal and Torres Strait Islander people and people from a diverse range of cultures.
5. Highly developed oral and written communication skills, with demonstrated ability to consult, collaborate and negotiate effectively.
6. Interest, knowledge and understanding of Aboriginal and Torres Strait Islander people and their communities and cultures from an historical and contemporary perspective.
7. A commitment to multi-disciplinary and inter-sectoral working.
8. Ability to create, lead and motivate a (cross cultural) team 'Our Way';
9. Demonstrated experience and competency with a range of computer software including Microsoft Suite and Client Management Systems (CMS).
10. Knowledge of and experience working with the National Disability Insurance Scheme (NDIS) and experience working with NDIS participants/plans;

**Desirable Criteria:**

1. Working knowledge of NT/QLD Government and/or NGO services and facilities;
2. Training, education or mentoring experience.