

Advertisement

Client Services Officer



This is an opportunity to use your skills in the provision of information and support and your passion for working with people with disability. With the National Disability Insurance Scheme (NDIS) rolling out across the country, you can develop a positive career in services for people with disabilities and make a difference.

Muscular Dystrophy Queensland (MDQ) provides information, support and services for people living with muscular dystrophy and similar conditions and we are a supplier of services under the NDIS. Our staff are committed to empowering our community members to make the most of their opportunities and ultimately, to live the lives they choose.

MDQ is inviting qualified individuals to join our organisation in the role of *Client Services Officer*, based at our head office in Nundah, Brisbane. In this position, which is a part-time contract until the end of 2018, you will join a team which is providing the MDQ *NDIS Ready* program, and providing information and support services to members of our community.

We are looking for someone who

- Holds a relevant tertiary qualification e.g. education or disability studies with a minimum of two years of work experience following graduation
- Has experience, supporting people with physical disabilities – either at work or through lived experience
- Has a high level of skill in verbal and written communication, including the ability to present information to groups
- Is competent in the use of the Microsoft Office Suite of programs and operation of a database
- Has a current drivers' licence and access to a reliable, fully insured vehicle which may be used for work purposes
- Has the ability to obtain a Working with People with Disabilities card and a Bluecard
- Has the right to work in Australia with no restrictions.

MDQ is offering a positive and supportive workplace and the opportunity to come with us on an exciting journey of positive change as we develop and provide NDIS and charitable services throughout Qld. The remuneration for this position is based on the SCHADDS award, Level 4. Employees have the choice to participate in MDQ's salary packaging program. We also offer a positive culture and some flexibility in working conditions.

If you believe you are a good fit for this role, we invite you to download an application kit from Careers at MDQ at www.mdqld.org.au and submit your CV and a response to the key selection criteria to careers@mdqld.org.au. Confidential enquiries can also be made to Helene Frayne, CEO – helenef@mdqld.org.au or 3243 9700. You are encouraged to submit your application as soon as possible, as interviews will be scheduled when there is a sufficient number of suitable applicants.

A National Police Check will be required at job offer.