



Employment Application Package

Occupational Therapist

The Organisation

In 1978, a group of families, concerned about the lack of assistance for their children, formed the Muscular Dystrophy Support Group. Without clinical or public recognition of neuromuscular conditions disorders, the group began the challenging process of raising awareness, fundraising for equipment and services and supporting research that might one day find a cure.

Today, Muscular Dystrophy Qld (MDQ) is a registered charity that provides assistance to Queensland individuals, and their families/carers, living with muscular dystrophy and similar conditions. There are just over 4,000 people living in Queensland with these conditions. Each year another 40 families receive this heartbreaking diagnosis. With the generous support of our community, we provide a range of specialised services that meet our clients' needs and assist them to live a full life.

Mission and Vision

Vision: Life without limits for people with muscular dystrophy and similar conditions

Mission: Muscular Dystrophy Queensland empowers people living with muscular dystrophy and similar conditions to make the most of opportunities and live the lives they choose.

Services

Free services: We offer several services at no cost to our clients. These services are funded by our generous donors, private trusts and foundations, government project funding and MDQ's fundraising and events programs.

- NDIS Ready Program
- Information and support services
- *Breathe Well* Cough Assist Loans
- *Rest Well* Hi-lo bed loans
- Advocacy
- Crisis support
- Support for research

Chargeable services: Our chargeable services, being developed under the NDIS, are available for our clients with muscular dystrophy and similar conditions, and also others where we believe we can be of assistance. As the NDIS is such a new scheme, we will be reviewing and updating our services over time.

- Plan Management provision – for all customers regardless of diagnosis
- Support Coordination – throughout Queensland
- Decision making, daily planning and budgeting – throughout Queensland
- Allied Health services – available in the south east corner
 - Social Work and counselling
 - Occupational Therapy – new service available in mid-2018
 - Physiotherapy – new service available in mid-2018.

There is more detailed information about MDQ's services and the development of the new services at <http://mdqld.org.au/get-support/services-overview/>

The Role of Occupational Therapist

The Occupational Therapist will be a member of the allied health team, and more broadly, the client services team, working alongside our clients with NDIS Plans and other funding packages who make a decision to use Muscular Dystrophy Queensland as their service provider. This position reports to the CEO.

Prioritised duties are listed below under the heading *Main Duties and responsibilities*

This role is a part-time (24 hrs per week over three days), 12 month contract which is extendable if this new service develops positively. Salary range: \$58,573 - \$86,100.

Occasionally you may be required to work outside standard business hours but would receive time off in lieu. We will initially operate the service within two hours' drive of our Head office in Nundah, so you would be expected to travel outside Brisbane region in the south east corner on day trips.

It is a requirement of the role that you hold a current Qld driver's licence and have access to a reliable, fully insured vehicle that can be utilised for business purposes if required. A mileage allowance will apply. All applicants must have the right to work in Australia and you may be asked to provide evidence of this. The usual compliance checks – police check and yellow/bluecard – will be required.

Main Duties and Responsibilities

The occupational therapist

- Provides clinical occupational therapy assessments in the following areas
 - Functional abilities in the context of a progressive condition
 - Equipment needs and equipment prescriptions which support daily activities including sleeping, sitting, safe transport, and personal care
 - Assessments and advice re modifications to customers' homes and other environments
- Prescribes
 - Adaptive equipment and assistive devices to facilitate occupational performance
 - Pressure care and aids in the home environment
- Develops and implements interventional strategies to address needs and improve customers' capacity to participate in everyday life. These activities are aimed at improving and/or adapting activities of daily living, functional performance, fine motor skills, motor planning, sensory processing, perceptual motor skills, and sensory integration across home, school, workplace and community
- Provides whole-of-life advice and future planning re management of progressive conditions
- Develops and implements training programs for disability support workers
- Where appropriate, provides group therapy
- In the long term, establishes a state-wide network of occupational therapists for relevant referral purposes

- Undertakes reporting and develops and implements service evaluation programs
- Enables customers to make informed choices about their services and works positively with respect to NDIS principles

Other Responsibilities

- Works as a positive and proactive member of the allied health and client services teams and
 - Participates in a multi-disciplinary model of practice
 - Has a role in responding to the immediate information needs of Helpline caller
 - Promotes the services of MDQ to potential customers and participates in marketing activities
 - Actively participates in team meetings, team building and team reflection
- Achieves the income targets outlined in the MDQ financial modelling for the position
- Contributes to the achievement of MDQ's vision and mission and complies with policies, procedures and practices, including business practices
- Adopts the practice of continuous improvement with respect to
 - occupational therapy practice
 - knowledge of muscular dystrophy and similar conditions
 - National Disability Insurance Scheme
- Performs all tasks in accordance with the NDIS Act and Principles and all other relevant legislation
- Encourages client evaluation and feedback and takes a pro-active approach to any complaints which the client may express.

Employee Benefits

Muscular Dystrophy Queensland offers

- An exciting and rare opportunity to participate in and influence the development of a new allied health service for people with muscle wasting conditions
- A positive and flexible working environment in a small organisation known for its positive culture
- The opportunity to gain specialist expertise in the management of muscle wasting conditions over the whole life of our clients

Employee and professional benefits include

- A competitive salary structure and recognition of years of service plus
- Salary sacrificing according to ATO rules
- Employee assistance program to support the emotional well-being of our staff

Professional development

- A learning environment offering reasonable professional development, expert mentoring in muscle wasting conditions and the opportunity to learn on the job
- Senior First Aid and CPR qualifications are updated at the expense of the organisation
- Payment of fees commensurate with the hours worked:
 - AHPRA registration if it falls due during the period of the contract
 - Recognised association fees

Applying for the Position

Your application will consist of:

- A copy of your resume which should include details of at least two professional referees
- A document addressing the Key Selection Criteria (listed below). Provide details on how you meet each of the criteria. Only applications that have addressed the key selection criteria will be considered. You should also address the desirable criteria where possible.

Your application must be submitted 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 as soon as there are a number of suitable applicants.

Key Selection Criteria

Please provide a written response (up to .5 of a page for each) to the following Key Selection Criteria. Give examples

KEY SELECTION CRITERIA

1. Recognised degree in occupational therapy with some years of full-time equivalent clinical experience. Outline any previous experience in working with people with muscle wasting conditions
Include evidence of current registration with AHPRA and relevant professional membership.
2. Demonstrated understanding of the practice of attracting and retaining customers and outline any previous experience in working
 - a. In the not-for-profit and/or community sector
 - b. In an NDIS environment
3. Evidence of ability to relate to and collaborate with people
 - a. Interpersonal skills
 - b. Successful and positive membership of a team
4. Outline examples of when you have successfully
 - a. Used analytical and problem solving skills
 - b. Worked independently and managed competing work priorities
5. Evidence of practical skills and achievements
 - a. Intermediate level of computer related competence and experience in operating a client database
 - b. Current drivers' licence and access to a reliable vehicle for work purposes
 - c. A national police check will be required to commence employment as well as the usual blue/yellow cards
 - d. Have the right to work in Australia