



Application Package

Occupational Therapist

Applying for the Position

Thank you for your interest in the Occupational Therapy position at Muscular Dystrophy Queensland. We encourage you to read more about our organisation and the requirements of the role as detailed in the following pages. You might also like to find out more our Muscular Dystrophy Queensland from:

- Our website: www.mdqld.org.au
- Our Facebook page: www.facebook.com/mdqld.org.au

Your application should consist of

- A brief email or cover letter
- A copy of your resume which should include at least two recent professional referees. (We will ask for your permission before contacting them)
- Your document which addresses the Key Selection Criteria (listed on the following pages). Please use each criterion as a heading. Your response to each criterion should be no more than half a page. Give examples of your past experience and any directly related skills you may have. You must address all the essential criteria. You may choose to address the desirable criteria.

Unfortunately, applications that do not include these three components will not be considered.

Your application must be submitted to careers@mdqld.org.au

If you require further information or have a specific question about the role, confidential enquiries can be made to Helene Frayne, CEO and Client Services Manager. Email: helenef@mdqld.org.au or call 3243 9700.

Key Selection Criteria

1. Provide evidence of a recognised degree in occupational therapy with some years of full-time equivalent clinical experience.
 - You may also wish to outline any previous experience in working with people with muscle wasting conditions
 - Include evidence of current registration with AHPRA and relevant professional membership.
2. Provide evidence of the high quality of your work and your commitment. Discuss your
 - Positive attitude and your willingness to *go the extra mile*
 - Ability to relate to and collaborate with clients and other stakeholders
 - Experience at being a willing and supportive member of a team
 - Ability to self-evaluate and adjust work practices for continual improvement
3. Discuss your experience in managing priorities and being an efficient and productive worker e.g. simultaneously coordinating client appointments to maximise efficiency/report writing/liasing with suppliers. Give examples of past experience in efficient and effective management of clinical workload and associated activities
4. Discuss your experience in working in different environments or sectors including
 - In an NDIS environment or in providing user pays services
 - In the not-for-profit and/or community sector
 - Willingness to/experience in attracting and retaining customers
5. Demonstrate the following which Muscular Dystrophy Queensland will need for you to work in this position
 - Intermediate level of skill in Microsoft Office – Word and Excel – and competence in operating a client database
 - Current drivers' licence and access to a reliable vehicle for work purposes
 - A national police check will be required to commence employment (at applicant expense) as well as blue/yellow cards (at MDQ expense)
 - The appropriate visa/citizenship status to work in Australia

Information about Muscular Dystrophy Queensland

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 clients of Muscular Dystrophy Queensland who do not have access to other funding for these services. MDQ's free program is funded by our generous donors, private trusts and foundations, 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 others where we believe we can be of assistance. 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
 - Physiotherapy

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

The Role of Occupational Therapist

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

The new Occupational Therapist will join a growing allied health team which was established in mid-2018. Prioritised duties are listed below under the heading *Main Duties and responsibilities*

This is a 12 month contract which is extendable depending on client demand. It is expected that the incumbent will work part-time but a full-time role will be considered under some circumstances.

Occasionally you may be required to work outside standard business hours e.g. a longer day, but would receive time off in lieu. We currently operate the service within two hours' drive of our Head office in Nundah, so you would be expected to travel outside the Brisbane region in the south east corner on day trips. If the person has the very occasional capacity to travel overnight in order to provide an efficient service, that would be desirable but it is not a game changer

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. Reimbursement for kilometres according to the ATO rules will apply.

All applicants must

- Provide a National Criminal History Check at their own expense
- Co-operate in steps required to either obtain a blue Card/Yellow Card or transfer employment address previously stated with the card
- Have the appropriate visa/residence status to work in Australia. You may be asked to provide evidence of this.

Muscular Dystrophy Queensland is an equal opportunities employer, which celebrates diversity and welcomes suitable employees with disabilities and from diverse cultures and communities.

Employee Benefits

Muscular Dystrophy Queensland offers

- An exciting and rare opportunity to participate in and influence the development of a recently established and growing allied health service for people with muscle wasting conditions
- An enjoyable and flexible working environment with a family friendly approach
- A small organisation known for its positive culture and hands on mentoring and support.
- 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 number of years of relevant 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 are negotiated with each employee.

Main Duties and Responsibilities

The occupational therapist

- Provides clinical occupational therapy assessments (in the context of the NDIS and other funding regimes) 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 clients' 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 clients' 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 clients 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 callers
 - 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.