



Application Package: Allied Health Assistant

Applying for the Position

Thank you for your interest in the position of Allied Health Assistant 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 about Muscular Dystrophy Queensland from:

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

Applying for the Position

If you would like to apply for this position please follow the directions below and email your completed application directly to careers@mdqld.org.au (not to Seek.com.au or other career placement websites).

- 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)
- A document addressing the Key Selection Criteria. Provide a short response that details how you meet each of the criteria. (Your response to each of the three *Essential Criteria* should be no longer than a page). You may also wish to address the *Desirable Criteria*

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

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.

The Role of Allied Health Assistant

The Allied Health Assistant position supports a busy and growing Allied Health team throughout Brisbane and surrounding areas. This position is initially a 12-month contract which is possibly extendable as the service continues to grow. Allocated hours are 22.5 per week.

The Allied Health Assistant reports to the CEO for operational and human resource matters. The Lead Physiotherapist is mentor, clinical supervisor and team leader, and supervises operational/day to day matters.

Duties are listed under the heading *Main Duties and responsibilities*, with a combination of client contact and administrative duties to support the allied health team. Client contact is mainly to implement stretch programs and for supporting group and individual hydrotherapy programs.

It is a mixed caseload in terms of age and level of disability. Our clients are benefiting significantly from regular treatment programs which are funded with their NDIS Plans and they are achieving some of their lifelong dreams e.g. living independently, having the capacity to improve their quality of life. Their positivity and the positive changes as a result of your input make the role very rewarding.

Occasionally you may be required to work outside standard business hours but would be compensated with an adjustment to your hours. MDQ is located in Nundah, Brisbane, however there is a significant amount of travel throughout Brisbane and Ipswich.

Muscular Dystrophy Queensland owns a fleet of vehicles, however 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. Reimbursement for kilometres according to the ATO rules will apply.

Muscular Dystrophy Queensland is an equal opportunities employer, which celebrates diversity and welcomes suitable from diverse cultures and communities e.g. the Aboriginal and Torres Strait Islander communities and people from culturally diverse backgrounds.

Employee Benefits

Muscular Dystrophy Queensland offers

- An exciting and rare opportunity to support the 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 build your skills under the guidance of an experienced allied health team.

Employee and professional benefits include a competitive salary structure

- Salary sacrificing according to ATO rules, which significantly extends salary
- 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

Main Duties and Responsibilities

- 1. Provide assistance with allied health tasks under the supervision of the allied health professional.**

Responsibilities:

- Independently meet with clients in their homes or in community settings to implement programs designed by the allied health professional. These services are billable under the NDIS.
- In the presence of the Allied Health Professional, provide assistance with delivering group activities e.g. hydrotherapy, skills development groups. Conduct independent group sessions under guidance of treating professional
- Perform relevant research for the allied health team e.g. equipment suppliers and price
- Instruct and monitor clients in the introduction to and use of some prescribed equipment
- Regularly report client status, safety and progress to the relevant allied health professional
- Achieve KPIs which are set for allied health assistance income generation

- 2. Perform administration tasks associated with the allied health team's service provision**

- 3. Assessment, Documentation and Evaluation**

Responsibilities

- Record appropriate data in MYP or other relevant CRM
- Support the evaluation of ongoing effectiveness of allied health plans
- Identify and report client circumstances that require additional input from the allied health professional

- 4. The following activities are outside the scope of this role**

- Independent development or modification of any allied health plans, programs or recommendations
- Independent administration and interpretation of assessments (not including specified screening tools)
- Independent referral to an external provider
- Provision of interpretive information to staff, clients, their families and carers

Key Selection Criteria

1. Position specific qualifications and requirements:
 - a. Provide evidence of a recognised, completed Certificate III or IV in Allied Health Assistance, or equivalent completed qualification.
 - b. Current Blue Card and Yellow Card (now called the NDIS Screening)
 - c. Current Queensland Driver Licence and operational, insured vehicle which can be used for work purposes (kilometres reimbursed according to MDQ procedures and SCHADS award rates)
 - d. Appropriate residency which enables you to work in Australia
2. Discuss how your skills set would meet the *Main Duties and Responsibilities* of the position as follows:
 - a. Expertise in supporting people with disability, including in provision of treatment programs
 - b. Your excellent management, administration and scheduling skills.

3. Provide evidence of the high quality of your work and your commitment and briefly describe your
 - a. Positive attitude and your willingness to *go the extra mile*
 - b. Ability to relate to and collaborate with clients and other stakeholders
 - c. Ability to respond to direction and to work within the parameters of your role
 - d. Experience at being a willing and supportive member of a team
 - e. Ability to self-evaluate and adjust work practices for continual improvement
4. Discuss your experience in coordinating priorities to be efficient and productive. Give examples of past experience in being able to prioritise and efficiently manage your time in a busy role
5. Demonstrate the following which Muscular Dystrophy Queensland will need for you to work in this position
 - a. Intermediate level of skill in Microsoft Office – Word and Excel – and competence in operating a client database

Desirable Criteria

1. Previous experience working for an organisation in the non-profit sector and/or providing services for the people funded under the National Disability Insurance Scheme.
2. Lived experience of disability, where you or a close family member lives with a disability.
3. Current Senior First Aid Certificate with CPR.

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
- Specialist Support Coordination
- Allied Health services – most are available only in the south east corner
 - Social Work and counselling
 - Occupational Therapy
 - Physiotherapy
 - Allied Health assistance
- NDIS registered ECEI provider with Key Worker role

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