



## ***Employment Application Package***

### ***Occupational Therapist – Full time or Part -time***

#### **The Role of the Occupational Therapist**

The occupational therapists are members of the allied health team, led by the Lead Physiotherapist and reporting to the CEO. There is an existing, experienced full-time OT on the team and it is now time for MDQ to grow its OT service with this position. The position is full-time or part time and is open to all applicants of all career stages.

The occupational therapist reports to the CEO for operational and human resource matters. The Lead Physiotherapist is mentor, clinical supervisor and team leader, and the OT reports to her for operational/day to day matters.

Muscular Dystrophy Queensland values the allied health team and is committed to supporting our staff to develop their skills set within neuromuscular practice. As we are a specialist service with several very experienced staff, it is a great opportunity to learn and it means that we can support allied health professionals with less experience in clinical aspects of the role and/or working under the NDIS framework.

This position is initially a 12-month contract which is extendable as the service continues to grow. This is a full time role however we will consider applicants who wish to work part time (3 -4 days per week)

Duties are listed under the heading *Main Duties and responsibilities*. Services include assessment, review and surveillance of function, equipment prescription, treatment blocks, and group work.

It is a mixed caseload in terms of age and level of disability, with a growing number of paediatric clients within a whole-of-life service. Our clients are benefiting significantly from the regular allied health input which is funded under the NDIS and they are achieving some of their lifelong dreams e.g. living independently, having the capacity to improve their quality of life. Their positivity makes the role very rewarding.

MDQ is located in Nundah, Brisbane, however there is a significant amount of travel throughout south east Qld as our clients seem to prefer home visits to attending our new client centre in Nundah. There is the opportunity to do some outreach if that is appropriate for your personal circumstances.

We have a local, home based physiotherapist located on the Sunshine Coast and the occupational therapist provides an outreach service to Sunshine Coast and Gold Coast.

Occasionally you may be required to work outside standard business hours but would be compensated with adjusted hours or time off in lieu.

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 as required. A mileage reimbursement system is in place.

You must have

- A completed and relevant degree in occupational therapy from a reputable university and the ability to use that qualification in Australia
- Current registration with AHPRA
- A Medicare provider number or the willingness to obtain the same
- It is desirable (but not necessary) that you have experience in the following:
  - Community based provision of services
  - Service provision under the NDIS framework
  - An understanding of neuromuscular conditions and a willingness to apply your clinical skills set to practise within this specialist areas (or a commitment to acquire this knowledge)
- The right to work in Australia and you will be asked to provide evidence of your visa if it is relevant to your application

## **Main Duties and Responsibilities**

(Extract from the Position Description)

1. ***Provides clinical occupational therapy services to clients of Muscular Dystrophy Queensland, principally under the framework of the National Disability Insurance Scheme (NDIS)***
  - Specific, evidence-based services include but are not limited to
    - I. Clinical assessment and review of function
    - II. Development and management of programs which assess and address cognitive function
  - Develops and implements interventional strategies across the life span, to address needs and improve customers' capacity to participate in everyday life. These activities can be provided individually or in groups, and 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
  - Develops and supervises programs which are implemented by allied health assistants (in house) or paid/unpaid carers
  - Keeps confidential clinical records within the organisation's databases and undertakes professional clinical reporting as required by the client
  - Complies with client risk assessment and management principles and applies these principles to all aspects of provision of occupational therapy services
2. ***Continually improves specialist expertise in management of muscle wasting conditions***
  - Independently updates knowledge related to all aspects of management of muscle wasting conditions
  - Participates in continual improvement activities and co-operates in accreditation under the NDIS Commission's Quality and Safeguarding framework
3. ***Performs all duties within the National Disability Insurance Scheme structure (NDIS)***
  - Understands and complies with the NDIS Act, NDIS Principles and NDIS Commission framework and applies this knowledge to professional practice

- Continually develops knowledge and understanding of the processes of the National Disability Insurance Agency (NDIA) and their requirements for submissions and reports
- Understands Key Performance Indicators for the position and works to achieve these targets or seeks mentoring from manager/s to adapt the targets

### What does Muscular Dystrophy Queensland offer?

Muscular Dystrophy Queensland offers

- An exciting and rare opportunity to participate in and influence the development of a growing (including paediatric) allied health service for people with muscle wasting conditions
- A flexible working environment in a relatively small organisation known for its positive culture
- The opportunity to gain specialist expertise in the whole-of-life management of muscle wasting conditions
- An experience of working within a supportive and fun team
- Mentoring from knowledgeable colleagues, including the OT colleague on the team and several physiotherapists with deep expertise

Employee and professional benefits include

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

Professional development

- A learning environment offering reasonable professional development, expert, individual 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:
  - Pro rata AHPRA registration if it falls due with a significant amount of the remaining contract to work

### Key Selection Criteria

#### Essential Criteria

1. *Clinical Skills:* Recognised degree in occupational therapy, outlining experience in provision of clinical services. Include evidence of current registration with AHPRA and relevant professional membership.

Outline any previous experience in

- Working with people with muscle wasting conditions
- Under the NDIS or other commercial model
- Within the community

Demonstrated competence in verbal and written communication, including report writing

2. *Professional capabilities:* Please discuss the following which will be required in working for MDQ:
  - Evidence of very friendly and supportive interpersonal skills and client centred approach to services
  - Demonstrated organisational skills, ability to work independently and to manage multiple competing priorities
  - A willing and positive work ethic and strong commitment to team practice

### 3. Other requirements

- Competence in the use of the Microsoft Office Suite of programs and operation of a database
- Authority to work in Australia for the period of the contract, including appropriate visa
- A current Qld driver's licence and have access to a fully insured and reliable vehicle which can be used for business purposes if required
- Have the right (via appropriate visa) to work in Australia.

#### Desirable Criteria

- Evidence of ability to see change as an opportunity
- Experience in operating in a business environment
- The ability to continually evaluate and adjust work with the aim for continual improvement.

#### 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](mailto:careers@mdqld.org.au) (not to Seek.com.au or other career placement websites).

Your application will consist of:

1. A copy of your resume which should include details of at least two professional referees, evidence of a relevant, completed university degree and registration with AHPRA

**We remind you that your application must be submitted directly to [careers@mdqld.org.au](mailto:careers@mdqld.org.au)**

Confidential enquiries can also be made to Helene Frayne, CEO – [helenef@mdqld.org.au](mailto:helenef@mdqld.org.au) or Lynne Borgert, Lead Physiotherapist – [lynneb@mdqld.org.au](mailto:lynneb@mdqld.org.au) or by calling 3243 9700. You are encouraged to submit your application as soon as possible, as interviews will be scheduled as soon as there are suitable applicants.

#### 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 the 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 Queensland Ltd (MDQ) is a registered charity that provides assistance to Queensland individuals, and their families/carers, who are living with muscular dystrophy and similar conditions. There are over 3,000 people living in Queensland with muscular dystrophy. Each year another 40 families receive this heartbreaking diagnosis. With the generous support of our community, we provide a range of user pays and free services aimed at meeting our clients' needs.

Muscular Dystrophy Queensland has a growing reputation as a trusted peak body and specialist service provider with a positive, team based culture, where our staff are considered our most valuable asset. Within our capacity, it is our goal to continue growing our services to better meet the needs of members of our neuromuscular community throughout Queensland.

#### 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

### NDIS user pays services

Muscular Dystrophy Queensland provides whole-of-life services and is a registered provider of services under the NDIS framework for the following:

- Plan Management
- Support Coordination and Specialist Support Coordination
- Allied health, including under the Early Childhood, Early Intervention (ECEI) framework
  - Physiotherapy and occupational therapy
  - Allied health assistance
  - Counselling and social work
  - ECEI Key worker

### Other user pays services

Allied health services, using private health and government schemes such as CDMP and aged care.

### Free services

Muscular Dystrophy Queensland provides charitable programs, which are funded by our generous donors and supporters, private trusts and foundations, government, and project funding

- Information and support services
- *Breathe Well* Cough Assist Loans
- *Rest Well* Hi-lo bed loans
- Advocacy – both systemic and individual advocacy for clients and families in need
- Extended care
- *NDIS Ready Program* which continues to be needed and may involve one of the allied health team members performing a functional assessment and report to strengthen an NDIS eligibility application
- Support for research
- Outreach services