



Position Description

Manager, Community Services – Groote Eylandt

Reports to:

- Manager, Remote Community Services Team

Direct reports:

- Family Support Workers (Groote Eylandt)
- Aboriginal Community Workers (Groote Eylandt)

Location:

- Groote Eylandt, housing can be provided

Special Provisions:

- Sound physical fitness and personal resilience.
- Willingness to travel to remote communities (by light aircraft or 4WD).
- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance.
- Ability to obtain and maintain an NT class C manual drivers' license.

Summary of the position:

The Manager, Community Services (Groote Eylandt) role comprises both team supervision and direct client support including:

- Supervision of the Groote Eylandt Community Services team (~20%)
- direct supports to clients and families (with the same responsibilities as an MCS) (~80%)

The MCS (Groote Eylandt) will have a direct client case load and will work as part of a multidisciplinary team that responds to our clients and their families by delivering holistic person-centered practice, and working in partnership with families living with MJD, by valuing and respecting MJDF's 'our-way' approach. The MCS will provide intensive services and support to families such as assessing client, family and carer needs; planning, information and referral; group work; liaising with and providing access and participation to community groups, welfare agencies, and government bodies.

The role is greatly varied in its day to day tasks and provides hands on support to MJD clients and their families living in the Groote Archipelago. This is a Groote Eylandt based position.

In addition, the role will provide support to the Management Team across all core activities of the MJD Foundation (Education, Equipment, Advocacy, Research, Clinical Services and Community Services).

We can provide accommodation in Alyangula. This is a permanent full-time role, 38 hours per week.

Key Responsibilities:

1. Supervision

- Supervise the team of MCS, FSWs, ACWs who support our clients across the Groote Eylandt archipelago.
- Collaborate and be guided by Cultural Advisors regarding 'Our Way' model of practice and the 'Proper Approach' to service delivery.
- Facilitate team meetings.
- Incident response & management (in collaboration with the COO).
- Maintain and update documentation of Community Service activities – Client filing/communication.

2. Community Services

- Facilitate the effective delivery of Board endorsed MJDF Community Programs and supports across the Groote Eylandt Archipelago.
- Provide NDIS Support Coordination for allocated clients.
- Organise respite (Short term accommodation) trips for clients who are NDIS participants.
- Facilitate the therapy program "Staying Stronger for Longer" by supporting the provision of varied therapeutic/rehabilitative interventions for clients throughout the stages of MJD.
- In collaboration with allied health staff, facilitate the provision of adaptive equipment when appropriate.
- In collaboration with allied health staff, facilitate home modifications to promote independence and safety.
- Conduct person centred planning and risk assessments for clients.
- Maintain individual client files and person centred plans, and liaise with and share information with relevant government and NGO service providers with client consent.
- Liaise with and implement the recommendations of the MJDF research team.
- Provide education and training to clients, families, carers, service providers and other organisations as appropriate including giving presentations to clinical staff and other service providers.
- Provide holistic, culturally appropriate support to affected families on a flexible basis.
- Facilitate and support clients' engagement with other service providers and community agencies.
- Apply capacity building and community development strategies.
- Facilitate meaningful, enjoyable activities to enhance quality of life.
- Be flexible and responsive to community needs.

3. Stakeholder Management/Advocacy

- Represent the MJDF on Groote Eylandt regarding liaison with Stakeholders (both local and visiting) in collaboration with the CEO.
- Raise community awareness.
- Advocate on behalf of affected individuals and families.

Selection Criteria:

- Relevant tertiary qualifications (Occupational Therapy, Physiotherapy, Disability, Nursing or other Allied Health Professions) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- Experience working in a remote community.
- Knowledge and understanding of Aboriginal and Torres Strait Islander people and their communities and cultures from an historical and contemporary perspective.
- The ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people and in accordance with community protocols and customs.
- A commitment to person and family centred practice and working within the MJD Foundation 'Our Way' approach.
- Leadership skills and experience
- Highly developed ability to communicate effectively, both orally and in writing.
- Be resilient, flexible with a 'can do' attitude
- Demonstrated experience with a range of computer software and good computer skills.
- Commitment to multi-disciplinary and inter-sectoral working.
- Ability to work both independently and as part of a (cross cultural) team.

Desirable criteria

- Understanding of the mechanisms and processes of Machado Joseph Disease.
- Clinical experience in neurological and/or rehabilitation settings.
- Knowledge of the NDIS.
- Working knowledge of NT Government and/or NGO services and facilities.
- Training, education or mentoring experience.