

## Position Description

Position of	Epilepsy Advisor	
Incumbent		
Reports to	Practice Leader – Comprehensive Support Team	
Time	0.8 EFT	Location: Melbourne, VIC
Reports	Nil	
Approved by	CEO	Date: March 2026

### 1 Organisational environment

#### Vision

People with epilepsy have equitable access to education and employment, feel safe and connected in their community and no longer die from their epilepsy.

#### Mission

Reduce the impact of epilepsy on people's lives.

#### Our values

The Epilepsy Foundation is committed to policies and practices that reflect and require respect for fellow workers and those we serve. To this end we aim to enact our values of:

- **Equity and access** – ensuring that people living with epilepsy get a fair go and can connect to appropriate supports and services
- **Participation and inclusion** – engaging people and building effective relationships based on a shared purpose
- **Resourcefulness and innovation** – seeking better ways to do more with the resources available to us
- **Trust and integrity** – displaying integrity in everything that we do thus enabling the people who rely on us to have confidence in our motives and abilities
- **Accountability** – fulfilling our responsibilities and obligations.

#### Organisational context

The Epilepsy Foundation has a vision that no one with epilepsy should go it alone. Best practice support should be available to all who need it no matter where they live across Australia.

Our purpose is to stop epilepsy deaths, ensure children with epilepsy get a good education, that people with epilepsy get and keep jobs and that people living with epilepsy feel safe and connected.

We undertake research, develop evidence-based best practice, and translate this knowledge to people, families and staff in education, disability support, health, workplaces and aged care settings.

We work to raise awareness of epilepsy in the broader community to reduce stigma and create a more welcoming and inclusive society.

## 2 Position summary

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The Epilepsy Advisor has responsibility for the provision of information, referral and ongoing support for people living with epilepsy and those who support them.

In particular this role has the following key duties to perform:

- respond to requests for information and resources using a person-centred approach and best practice guidelines
- develop Initial Needs Assessment & Plans for people living with epilepsy
- provide comprehensive, individualised and ongoing support to people with epilepsy across all ages and backgrounds, utilising the available best practice information, resources and guidelines
- support the development of Epilepsy Management Plans and Emergency Medication Management Plans
- refer to and liaise with other agencies as relevant (i.e. mental health, medical staff, employment support, disability services)
- facilitate group sessions and workshops for people living with epilepsy and their families
- deliver epilepsy education and training to people living with epilepsy, including people such as family members and staff who support them
- maintain timely and accurate records to reflect services provided and interactions with people living with epilepsy and their broader support networks

## 3 Key responsibilities

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The position is responsible for but not limited to the following:

### 3.1 Service Delivery

Delivery of consistent information and support services in accordance with the Epilepsy Foundations service delivery models, including:

- operating in accordance with the relevant standards and practice guidelines
- providing services in a way that builds the capacity of the individual to self-manage the psychosocial impacts of their epilepsy and improves the sense of well-being
- providing services in a way that meets the differing cultural, social and spiritual needs of each person
- identifying goals that the person may have and supporting achievement of these goals where these sit within the scope of practice
- supporting people living with epilepsy to develop appropriate self-advocacy skills
- developing files and entering notes in the required IT systems
- referring people to relevant external agencies as required
- work co-operatively with the Line Manager and more broadly with the national Community of Practice to support the implementation of any new service delivery frameworks and to continually improve the service

### 3.2 Leadership in Partnerships

Operate as a credible advocate for the Epilepsy Foundation and its clients in dealings with government, partner agencies, primary health providers, community organisations and other key stakeholders by:

- working with external service providers, to assist clients to identify and implement services which improve their health, support and community connections
- promoting Epilepsy Foundation as an approved provider of 'first choice' with organisations such as the National Disability Insurance Scheme highlighting the organisation's values, objectives and quality approach

- building effective local networks with other services
- fostering relationships with other community organisations, health professionals including hospitals and community health services
- contributing to service reviews, continuous improvement activities and participating in relevant peak bodies and professional forums as required as part of role

### **3.3 Performance Management**

The incumbent is required to:

- Actively maintain a current professional development work plan
- develop and maintain knowledge of the current evidence-based information and support services available
- take responsibility to be aware of and operate in accordance with relevant policies, procedures and guidelines
- Promote a health and safety conscious work environment for staff, volunteers and people living with epilepsy

## **4 Position dimensions**

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### **4.1 Level of Supervision/Accountability**

The Line Manager monitors the performance of this position on a regular basis. The incumbent is required to demonstrate sound judgement to effectively prioritise the workload and to maintain a high quality in the service they provide.

The precise Key Performance Indicators will be determined through the Supervision and Support Program in conjunction with the Practice Leader. These can be varied from time to time depending on the focus required from the organisation.

A performance review will be held in accordance with the organisational procedures and policies.

### **4.2 Decision making authority**

The incumbent has the authority to decide day-to-day work-related issues within the key responsibilities and duties

### **4.3 Flexible Work Hours and Travel (if applicable)**

In order to meet the requirements of this role the Epilepsy Advisor must be able to maintain flexible work hours.

## **5 Position competencies/selection criteria:**

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To be successful in this role the incumbent will need the confidence to deal with a diverse and changing work agenda with enthusiasm and flexibility demonstrating:

### **5.1 Personal characteristics**

- An ability to work as part of a team and autonomously
- An ability to build partnerships and work collaboratively with government departments, agencies, hospitals, community services providers and other key stakeholders
- An ability to relate to people from diverse social-economic, cultural and educational backgrounds
- An ability to take responsibility to be aware of and operate in accordance with Epilepsy Foundation policy, procedures and guidelines

- A demonstrated a capacity to work ethically
- Clear written and verbal communication skills

## 5.2 Qualifications

### Minimum requirements:

- Demonstrated knowledge and experience in delivery of health-related information
- Demonstrated experience in supporting self-management and using a person-centred and strengths-based approach.
- Demonstrated interpersonal skills with an ability to relate to people from diverse social-economic, cultural and educational backgrounds
- Ability to work collaboratively with a range of agencies, hospitals, community services providers and other key stakeholders
- Sound judgement to effectively prioritise workload and to maintain a high quality in the service provided
- Confidence with computer systems and a user of standard business applications

### Preferred requirements:

- Knowledge of epilepsy and impact on individuals
- Professional clinical experience and relevant qualifications in health, welfare or disability fields
- Experience in providing support via telephone-based and/or videoconference
- Experience with Microsoft databases and products
- Lived experience of Epilepsy will be highly regarded

### Safety screening and other requirements specific to this role

Employment is subject to an NDIS Worker Screening Check	<input type="checkbox"/>
Employment is subject to a satisfactory Working with Children Check	<input type="checkbox"/>
Employment is subject to a satisfactory Police Check	<input type="checkbox"/>
Current Driver's Licence	<input type="checkbox"/>

Title	Name	Signature	Date
CEO	Nicole Coulthard	<i>NCoulthard</i>	18/03/2026
GM Services, Projects and Research	Bernadette Zappa	<i>BZappa</i>	18/03/2026