



## MS Consultant – Occupational Therapist Service Innovation

- **Purpose** to work with participants who have an NDIS package, compensable funding, fee for service
  - Pursue their goals, objectives and aspirations
  - Increase or maintain their independence
  - Increase or maintain social and economic participation and build their capacity to actively take part in the community.
- **Responsible** for providing a range of specialist clinical services to support participants with disabilities to meet their identified needs.

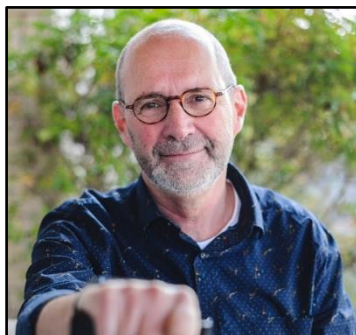


Multiple Sclerosis Limited, commonly known as MS, is the go-to provider of information, advice and support for people affected by multiple sclerosis.

We're a combined entity of the ACT, NSW, Victoria and Tasmania with over 60 years' insight into how to live well with progressive neurological conditions.

We offer vital support and services for people living with multiple sclerosis while the search for a cure continues.

We are here so no one has to face MS alone.





**Organisation Dimensions**



Position Dimensions	
Budget	Will manage a number of service agreements
Case load numbers	Will be required to achieve billing target of 65% billable hours per week. Caseload numbers will vary to achieve this target and will be determined by the level of funding available in participant plans, and the time frame over which services are to be provided.
Location/s	Coverage across defined area within Melbourne.
Other	

**Key Responsibilities**

Organisational and Administration Support	
	<ul style="list-style-type: none"> <li>• Provide Occupational Therapy services to NDIS participants within the available hours/budget of the existing NDIS plan</li> <li>• Manage a range of participant requests (initial assessments; AT prescription and follow up; therapeutic interventions) to achieve efficient client outcomes and simultaneously meet billable targets</li> <li>• Conduct specialist assessments of NDIS participant’s skills, abilities and needs, including but not limited to; workplace assessments, home assessments, functional and cognitive assessments, personal, domestic and community ADL assessments</li> <li>• Where appropriate and required, assess and prescribe assistive technology, including (but not limited to) specialized seating; mobility aids (from walking frames to customized power wheelchairs); hoists and transfer aids</li> <li>• Where appropriate assess and prescribe home modifications</li> <li>• Complete high-level reports and clinical justification for equipment and modifications, to enhance client outcomes by achieving NDIS approval of such items</li> <li>• To maintain high level understanding of relevant NDIS guidelines, including (but not limited to) assessment of ‘reasonable and necessary’ recommendations</li> <li>• To provide assessments and recommendations based on evidence-based processes, maintaining a professional objectivity within the client-centered therapeutic environment</li> <li>• To understand the unique role of the Allied Health professional as both a provider of clinical services to participants in a competitive environment, as well as to a partner of the NDIS in scheme development and sustainability</li> <li>• Maintain a continuous improvement culture &amp; be efficient in the delivery of our business strategies</li> <li>• Provide quality written reports as required by the NDIA</li> <li>• Manage portfolio of service recipients and assist other team members as needed</li> </ul>



	<ul style="list-style-type: none"><li>• To strive for solutions that proactively manage the balance between Participant /service risks and maximise service recipient outcomes</li><li>• Complies with federal, state, local legal certification requirements such as the National Disability Insurance Scheme Quality and Safeguarding Framework and MSL compliance framework</li><li>• Documentation, reporting and communication of mandatory information is maintained in a compliant format</li><li>• Service provision is recorded in a timely manner to ensure accurate billing is achieved</li></ul>
<b>Relationship Management</b>	
	<ul style="list-style-type: none"><li>• Promotes maximum independence by selecting and constructing therapies per participant's physical capacity, cognition, and interest that complement their goals</li><li>• Work with internal and external service providers and suppliers to ensure maximum value for money achieved</li><li>• Implement strategies to ensure seamless communication across the organisation</li><li>• Provide proactive and effective customer communication and build relationships and capacity with providers and service recipient/families</li></ul>
<b>Values</b>	
	<ul style="list-style-type: none"><li>• Actively support MS' purpose, value, service promise and strategic vision</li><li>• Operate in line with MS' policies, procedure and practices</li><li>• Positively and constructively represent the organisation to external contacts at all opportunities</li><li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times</li><li>• Ensure the health, safety and welfare of self, team members and others</li><li>• Follow all reasonable directions given by the organisation</li><li>• Support and empower co-workers</li><li>• Support, promote and show sensitivity to diversity in the work place</li><li>• Decisions are in alignment with MSL's strategic direction</li></ul>



## **Position Requirements**

### **Knowledge, Skills and Experience**

- Experience in relevant role in Disability or Health sector
- Demonstrated understanding of the NDIS environment and requirements of service agreements
- Proven track record for delivering solutions valued by service participants utilising a consumer directed care approach
- Demonstrated ability to work collaboratively as part of a team and can add value in decision making beyond area of accountability
- Demonstrated ability to manage individualised budgets and reach financial targets
- Pragmatic, organised and demonstrates sound judgment
- Resilience and proven ability to adapt style and approach to suit varying situations
- High level of computer literacy in using a range of Office computer packages

### **Qualifications**

- Relevant Bachelor Degree in Occupational Therapy with current AHPRA registration

### **Desirable**

- Understanding of progressive neurological disorders such as MS
- Previous experience working at a not-for-profit

### **Other** – must be completed/provided prior to commencing employment

- Right to work in Australia
- Current valid driver's license desirable
- Current national police record check
- International Police Check if lived overseas for longer than 12 months in the last 10 years (to be provided by the applicant)
- Current working with children or vulnerable people check if applicable
- Consent to DWES check if applicable