



## **MND Advisor and Support Coordinator - Adelaide (Hilton)**

**6 Month Contract: Full-time** (*Salary packaging available*)

Are you:

- Committed to deliver the best possible support and advocacy for people living with disability?
- Keen to use your broad knowledge and experience of the disability and aged care sectors?
- Looking for a challenge?

MND South Australia provides information, advice and support services for people living with motor neurone disease (MND). We are looking to add another member to our existing team of 4 Client Support Staff who work with people across the state.

We are seeking an experienced health professional to work with people with MND to:

- provide information, advice and support to people living with MND, their families, carers and health professionals
- provide support coordination for NDIS participants
- plan, refer and assist people with MND to navigate the service system
- represent the needs of people with MND with NDIA, Disability Services, My Aged Care, service providers and funded agencies

The MND Advisor/Support Coordinator is responsible for providing person centered, responsive and timely advice and support that includes:

- assessing the needs of people living with MND
- planning to address current and future needs
- pre-planning for participation in the National Disability Insurance Scheme (NDIS)
- Coordination of Support for NDIS participants with MND
- accessing My Aged Care
- making appropriate referrals
- assisting with negotiation of the service system
- acting as an interface with health professionals and service providers.

Essential for this role: A relevant tertiary qualification in human services management, or health/welfare related discipline and/or at least 2 years experience in a relevant role

Please see full position description for other key selection criteria.

For enquiries and a position description contact Jerry Packer [jpacker@mndsa.org.au](mailto:jpacker@mndsa.org.au) or by phone on 0429 293 524.

Applications addressing the key selection criteria to Jerry Packer via email by 9am Monday 2<sup>nd</sup> September 2019.



## **MND Support Services Administrator - Adelaide (Hilton)**

**6 month contract: Full Time Position** (*salary packaging available*)

Are you:

- Committed to deliver the best possible support and advocacy for people living with disability?
- Keen to use your broad knowledge and experience of the disability and aged care sectors?
- Looking for a challenge?

MND South Australia provides information, advice and support services for people living with motor neurone disease (MND). We are looking for an office based administrator to support our 4 Client Support Staff who work with people across the state.

We are seeking an experienced office administrator to:

- provide accurate and efficient administrative assistance for NDIS related activities.
- Work with service providers and health professionals, on behalf of people living with MND, to improve their knowledge and understanding of MND to facilitate the access to NDIS, My Aged Care and the receipt of coordinated and integrated services.
- Contribute to the development of a team focussed approach to the provision of Support Services and the development of the organisation.
- Undertake administrative tasks as required.

The MND Support Role is responsible for providing person centered, responsive and timely advice and support that includes:

- Regular communication with our MND community,
- Planning to address current and future care needs,
- Assisting with pre-planning for participation in the National Disability Insurance Scheme (NDIS),
- Assisting Support Coordination according to NDIS protocols,
- Assisting with access and referrals through My Aged Care,
- Assisting with negotiation of the service system,
- Acting as an interface with health professionals and service providers,
- Supporting the coordination of the Community Support Program

The Support Services Admin develops expert knowledge of the supports and services available within South Australia and creates a network of contacts within those services. Also providing on-going advice and support to families, health professionals and community service providers as required.

Essential for this role: A relevant tertiary qualification in a related discipline and/or at least two years experience in a similar supportive role.

Please see full position description for other key selection criteria.

For enquiries and a position description contact Jerry Packer [jpacker@mndsa.org.au](mailto:jpacker@mndsa.org.au) or by phone on 0429 293 524.

Applications addressing the key selection criteria to Jerry Packer via email by 9am Monday 2<sup>nd</sup> September 2019.