



## MND ADVISOR

### SECTION 1: POSITION IDENTIFICATION

<b>Employer:</b>	<b>Motor Neurone Disease Association of WA</b>
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### SECTION 2: KEY RELATIONS

<b>Reports to</b>	<b>Executive Officer</b>
<b>Collaborates with:</b>	<ul style="list-style-type: none"> <li>• Client</li> <li>• Client's, Carers and significant others</li> <li>• MND Specialist Clinics</li> <li>• NCWA Team Members</li> <li>• Local Community and Health Professionals</li> </ul>
<b>Location:</b>	<b>Perth</b> - Based at the Motor Neurone Disease Association Office in Nedlands (some travel will be required)
<b>Part Time Position</b>	<b>Monday – Thursday, 30.0 hrs</b> <b>Wednesday – Friday, 22.5 hrs</b>

### SECTION 3: KEY RESPONSIBILITIES

The Motor Neurone Disease (MND) Advisory Service provides invaluable guidance and emotional support through conducting home visits, attending clinics and maintaining regular contact with families and clients in person, by phone and email. The focus of all MND Advisory activities is to support people living with MND in their own community or residence of choice; to ensure the service systems of health, disability and aged care are able to meet the needs of people living with MND; so no person with MND has a high level of unmet needs.

This particular MND Advisor position will have a primary focus on providing information, emotional support and care coordination to clients and families in the Perth Metropolitan area, as well as, some Regional clients. Responsibilities include assessing the care needs of people living with MND, providing emotional support and information, making timely referrals where assistance need is identified, assisting people living with MND to negotiate the health service system and acting as an interface with health professionals and community services. The MND Advisor will develop expert knowledge of the services within each client's region and create a network of contacts within those services.

Key requirements of this role are to develop and enhance relationships, deliver education and information with regard to Motor Neurone Disease as well as advocating on behalf of clients and their families to ensure they receive the best possible care and support at all times.

The MND Advisory position will also develop and implement telehealth systems to communicate and engage with families and health networks.

#### SECTION 4: STATEMENT OF DUTIES

No	Details
<b>1.0</b>	<b>CLIENT CARE</b>
<b>1.1</b>	Improve the quality of life and well-being of people with MND, collaborating with the wider network of interest.
<b>1.2</b>	Provide emotional support
<b>1.3</b>	Provide information support and advocacy to people with MND and their carers.
<b>1.4</b>	Address individual client needs with respect to quality of life issues, by assisting in self education, promotion of well being of the client through provision of relevant education and resource material as directed.
<b>1.5</b>	Monitor and document client response to planned care and support as required. Liaise, consult and report back to key personnel on client progress and/or on significant changes.
<b>1.6</b>	In addition to the key responsibilities the MND Advisor position will:- <ul style="list-style-type: none"> <li>• Use critical reflection and complex reasoning skills</li> <li>• Conduct work in an autonomous and consultative fashion.</li> <li>• Communicate effectively across a range of different levels and drive outcomes.</li> <li>• Ensure the delivery of a high level of continuity and collaborative care for clients, ensuring effective communication and transition of client care between providers.</li> <li>• Ensure the delivery of high quality client care</li> <li>• Assist with the development and delivery of education and information when required</li> <li>• Liaise with internal and external stakeholders to promote engagement</li> <li>• Ensure timely communication of information to appropriate stakeholders.</li> </ul>
<b>1.7</b>	Interact closely with the Specialist MND Neurologists and multidisciplinary health teams
<b>1.8</b>	Collect and collate data relative to this position in order to contribute to regular evaluation reports with aim being to determine the effectiveness of the role via monthly reporting.
<b>1.9</b>	Maintain and upgrade own professional knowledge and skills through participating in continuing education and professional development activities.
<b>2.</b>	Carry out any other duty within the MND Association (WA) team which will support effective service delivery.

Note: This duty list is not exhaustive

## **SECTION 5: CODE OF CONDUCT AND APPLICATION OF ROLE:**

In carrying out the role and all duties, the MND Advisor will: -

- Ensure effective and caring interpersonal relationships and communications skills are used in all his/her interactions with MND families, the public and other service providers;
- Ensure clients rights are upheld and confidentiality maintained;
- Participate in continuous improvement activities to ensure the effectiveness of outcomes is achieved;
- Evaluate own performance, and take every opportunity to be a proactive and positive role model for colleagues and wider community;
- Maintain professional knowledge by reference to relevant literature and by participation (with the knowledge and consent of the MNDAWA) in relevant conferences, workshops or other training opportunities.

## **SECTION 6: EXPECTED OUTCOME(S) / MISSION OF MND ADVISOR ROLE:**

To positively influence the ability of a client or family living with the impact of MND to achieve a state of comfort and quality of life. To be recognised as a provider of, and conduit to, contemporary specialist knowledge relating to Motor Neurone Disease, for the wider community.

## **SECTION 7: SELECTION CRITERIA**

### **Essential -**

- 1 Tertiary qualification in a health related discipline;
2. At least two years full time experience in a health, disability or community setting;
3. Demonstrated attributes to manage and coordinate a caseload of clients living with MND and their carers, which focuses on their needs for emotional and practical support;
4. Awareness of local and national health policy and wider health environment;
5. Computer Literacy.

### **Desirable -**

1. Knowledge of National Disability Insurance Scheme or disability service provision funding;
2. Knowledge of Aged Care services and funding;
3. Knowledge or experience with Palliative Care Services;
4. Counselling or emotional support experience;
5. Experience in delivering education or information.

This job description is subject to change, based on the needs and requirements of MNDAWA

## **SECTION 8: CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and date:

G Connaughton  
31/03/2017