

BrainLink Services

HIGHLY EXPERIENCED CASE MANAGER

Acquired Brain Injury : Slow To Recover Program

(ABI:STR)

Position Description

BrainLink Services

BrainLink Services Ltd is a specialist acquired brain injury state-wide charitable organisation which has been providing support services to people of all ages affected by Acquired Brain Injury, particularly stroke, under the previous name Brain Foundation Victoria, since its establishment in 1970. It is Victorian-based and recognised by the Australian Tax Office.

BrainLink Services is dedicated to improving the quality of life of individuals and families affected by acquired brain injury and neurological disorders, such as Parkinson's, Motor Neurone disease, Multiple Sclerosis, Huntington's disease and Muscular Dystrophy and to increasing the awareness of these conditions by providing information and support to the community. By offering the most accurate and up to date information, the person with the disability, and their families and friends, are able to make informed choices that enable them to enhance their quality of life.

BrainLink receives funding from a number of government departments, fees, membership subscriptions, donations and fundraising activities. It is a not-for-profit incorporated organisation, which is managed by a board whose members are drawn from the neuroscience, health and business sectors.

Philosophy

BrainLink works on the philosophy that the wellbeing and needs of those affected by acquired brain injury or other neurological disorder and their carers take first priority. Every effort is made to inform and educate health and welfare services, and the community, about the effects and implications of acquired brain injury, and the needs of the individuals affected.

BrainLink staff work as a team, sharing tasks as necessary for the wellbeing of all staff and the smooth running of the service.

Reporting Relationships

This position reports directly to the Manager of ABI: Slow to Recover Program

Duties

- (i) Responsibility for implementation of the ABI Slow To Recover Case Management brokered to BrainLink;
- (ii) Conduct assessments, prioritising client need while taking into account all of the individual's physical, mental and social conditions which impact their recovery and life;
- (iii) Develop a comprehensive support plan for each client by:
 - Assessing clients' needs in a holistic and culturally appropriate way
 - Liaising with rehabilitation, medical and allied health practitioners and community service providers to contribute to the assessment process
 - Completing funding submissions to ABI STR program and other funding providers for services required
 - Arrange for delivery and coordination of services
 - Monitor and review the services delivered
 - Evaluate and follow up services provided
 - Advocate on behalf of clients and their carers where necessary
 - Provide timely response to client/carer/provider queries and/or concerns
 - Ensure case notes are accurate, up to date and stored confidentially.
- (iv) Fulfil all reporting requirements in a timely manner as necessary under the Slow to Recover Program and as requested by Manager;
- (v) Implement best practice and quality standards in line with BrainLink policies and procedures aligned with the Disability Act & State Disability Plan;
- (vi) Participate in team development opportunities as planned and required;
- (vii) To represent **BrainLink** at meetings, conferences, expos, information seminars or in other situations, as decided by the Manager; and in such representation to accurately represent **BrainLink** policy, and actively advocate on behalf of the **BrainLink** client group;

- (viii) To be available to other **BrainLink** staff to inform, share and discuss matters of general policy, changes in the service system, and issues in regard to access to services;
- (ix) To regularly be involved in discussions about future planning and policy, and policy in regard to issues which may arise in the day-to-day running of **BrainLink Operations**;
- (x) Other duties consistent with the position as required by the Manager and which might be determined by new program funding or future directions of **BrainLink**.

Key Selection Criteria

Essential :

KSC 1. Relevant tertiary qualifications and/or demonstrated experience in a health/welfare discipline. Preferred experience in rehabilitation programs

KSC 2. A broad understanding of the complex issues faced by people with an **Acquired Brain Injury** and their carers and families.

KSC 3. A demonstrated ability to work effectively in a multidisciplinary team and to develop effective working relationships with a wide range of workers and organisations.

KSC 4. Highly developed interpersonal communication and negotiation skills.

KSC 5. Well developed time management and organisational skills.

KSC 6. Experience in the use of technology including the use of a PC/laptop, report writing, spreadsheets, use of email and the internet.

KSC 7. A current Australian Driver's licence and the use of own motor vehicle and the willingness to travel around the state.

KSC 8. Demonstrated ability to work independently



Reducing the impact of acquired brain disorders in our community.

CONDITIONS

This position will be appointed under the conditions of a BrainLink Services Employee Agreement. This agreement sets out conditions of employment.

Please note all offers of employment are provisional pending the outcome of a National Police Records check and a Working with Children (WWC) check, Blue Card or equivalent in their state.

INSTRUCTIONS FOR APPLICANTS

In your application could you please provide a:

- Statement of claims against the Key Selection Criteria
- Resume stating previous work experience & qualifications
- The names & contact details of two referees