



Team Leaders – Springfield & ACA Apartments

The MS Queensland Service Delivery team is a dedicated and passionate group of people who offer a wide range of service to people with Multiple Sclerosis (MS) and other Progressive Neurological Disease (PND). They are here to support our customers, their family, when and where they need it through their journey with MS/PND.

We are currently looking for **TWO Team Leaders** to join the accommodation leadership team. **One** will be based at our **Springfield Apartments** and **one** at **Albany Creek Apartments**. These are permanent full-time positions and will work within a 7 days roster generally worked between the hours of 6am to 10pm. Therefore, the ability to work rostered hours is important.

About the ROLE

Reporting to the Supported Accommodation Manager, the Team Leader is responsible for the effective coordination of the daily activities and work routines to ensure their allocated site is operating smoothly. This role provides support in various areas including coordination of customer intakes, supervision of support staff and undertaking administrative tasks associated with the day-to-day operations of the site. Additionally, the role is expected to have reasonable contact times on the floor to facilitate the delivery of training and upskilling of support workers.

About YOU

To ensure success in the role, you must possess high levels of organisational and problem solving skills. Your ability to communicate effectively with a diverse group of audiences is also critical to the role. Additionally, you will also be able to offer the following qualifications, skills and experiences.

- A Diploma or equivalent qualification in a relevant field plus previous supervisory/management experience;
- Current First Aid and CPR Certificate;
- Open QLD Drivers Licence;
- Personal values consistent with MS Queensland's values;
- Sound knowledge of the NDIS framework or the ability to rapidly acquire this knowledge and apply it to the people who live at these sites in the accommodation program.
- Ability to work with a team of professionals to ensure great outcomes for our clients;
- Sound understanding of MS and the impact that it can have on a person's life;
- Ability to use initiative to improve the performance of the business unit.
- Level of physical capacity commensurate with the responsibilities and requirements of the position.
- Ability to understand and abide by the MS Queensland's Code of Conduct and other relevant policies and procedures.
- Ability to prescribe to MS Queensland's mission, goals and organisational values.
- Positive Notice: satisfactory completion of DSQ Criminal History Check.

About US

For the past 60 years, MS Queensland has provided information, care and support to Queenslanders diagnosed with MS, and more recently, other chronic progressive neurological diseases. MS Queensland is the first choice for MS information, education, treatment, care and support across Queensland. Our experience, knowledge, understanding and heart make us the first choice to support people living with MS and other chronic, progressive neurological diseases.

We recognise our employees are important to the success of our organisation, and offer a suite of benefits including a range of professional development opportunities and salary packaging options.

To apply, please attach your resume and covering letter addressing the above selection criteria. For further information on the position, For further information on the position, please contact Cathy Hesse, Accommodation Services Manager on 07 3840 0859.

Application close: 9am on Monday, 19 November 2018

MS Queensland
– at the heart of
everything we do is

