

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: PHYSICAL ACTIVITY PROGRAM FACILITATOR

Name:		P.O. Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 - 2015	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699 Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355 Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544 Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Classification:	Allied Health Assistant Classification Range	
Site:	Across all BCHS sites and other locations	
Hours per fortnight:	As Required	
Tenure:	Casual	
Position description developed:	January 2018	
Responsible to:	Team Manager - Allied Health and Physical Programs	

1. Position Role

The role of the position is to provide effective, safe and high quality physical activity services across the Physical Activity Programs Team. The role requires the individual to work with people with a range of presentations to improve their health, fitness, well-being and/or prevent the development of chronic conditions.

2. Position Responsibilities

The responsibilities of the position are:

- Work independently to facilitate physical activity programs across a variety of sites and locations.
- Monitor the safety and appropriateness of exercise interventions for physical activity program participants, taking into consideration the health, well-being and/or physical limitations of the individuals.
- Provide health and physical activity education, advice and support and lifestyle modifications, with a focus on achieving behavioural change.
- Identify and respond to any potential risks for participants/staff involved in physical activity programs (eg. respond to heat health warnings, clients in physical distress, client injury prevention and management, respond to client health concerns).
- Ensure all activity undertaken fulfils or exceeds the competency standards of your profession.
- Ensure information is managed in line with organisational and allied health standards, including the use of BCHS electronic client management systems.
- Ensure accurate recording of statistical data, documentation requirements and reporting within required timeframes.

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- Assist with other team administrative tasks (including but not limited to set-up/pack-up of equipment, routine cleaning of equipment, intake/triage, evaluation of services and service development).
- Participate in supervision of volunteers and students where appropriate.
- Development and presentation of health education resources and programs.
- Participate as required in quality improvement/assurance activities and the development of new procedures and processes that impact on the service.
- Maintain and develop professional skills, in addition to monitoring new developments in your profession and exercise provision through continuing professional development.
- Actively and positively promote physical activity program services, in addition to other BCHS services to current and future clients/participants.

3. The Role of the Team

The primary focus of the Allied Health and Physical Programs team is to provide comprehensive specialist services to clients and to work within the framework of the social model of health. This team sits within the larger Primary Health Care Services team which provides chronic disease management services, community medical practice, refugee health and sexual health.

4. Key Selection Criteria

4.1 Essential

1. Qualification in Certificate IV in Allied Health Assistance and/or Fitness, including Fitness with Older People module (equivalent or higher).
2. Current First Aid Certificate, including current CPR.
3. Demonstrated experience in facilitating or supervising exercise groups.
4. Demonstrated experience (including through placements or previous work experience) in providing sensitive practice in response to client diversity.
5. Demonstrated experience in working within a team environment.
6. Excellent interpersonal and communication skills.
7. Knowledge and compliance with BCHS privacy and confidentiality procedures and work within the BCHS Code of Conduct
8. Current Victorian Drivers Licence.
9. Current Working with Children Check.

4.2 Desirable

1. The ability to build and develop positive relationships with both internal and external clients.
2. Demonstrated experience in facilitating group activities.
3. Intermediate skills (or higher) in Microsoft Office programs.
4. Experience in working with electronic client management systems.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

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6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide quality service delivery to, at a minimum, the target required by the funding service agreements.
- Demonstrate positive outcomes for clients and stakeholders through appropriate interventions.
- Demonstrate competency in teaching and clinical supervision tasks.
- Show evidence of an integrated service delivery approach for clients, including diversity of need.

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6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that *“Quality is everyone’s business, safety is my responsibility”*

- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright
Executive Director

Date:/...../.....

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Agreed: Physical Activity Program Facilitator

Date:/...../.....