

JOB DESCRIPTION

POSITION DESCRIPTION:	Healthy Lifestyle Advisor
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	November 2017
SUPERIOR POSITIONS:	Chief Executive Officer Active Communities Manager GRx and Active Families Manager
TERM:	Fixed term- 25 hours

RELATIONSHIPS EXTERNAL

Ministry of Health (MOH)
Waitemata District Health Board (WDHB)
Auckland Council and Local Boards
Doctors, Practice Nurses and other health professionals
Public Health Nurses
Primary Health Organisations – Procure & Comprehensive Care PHO
Health Agencies
Community Leisure Centres and facilities
Community groups
Pacific Island & Maori community: churches, marae and community groups
Pacific Health Providers- The Fono
Maori Health providers-Te Whanau o Waipareira Trust
Schools
Kohanga and Kura Kaupapa
Retirement Villages
Gyms and Fitness Centres
Sport New Zealand
Aktive
Regional Sports Organisations / Clubs

RELATIONSHIPS INTERNAL

Harbour Sport Staff
Harbour Sport Board of Trustees
Volunteers

PRIMARY PURPOSES OF THE POSITION

- Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPI's

Your task in Harbour Sport is to 'own' your role. You are the leader of your own business unit. You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best practice, to be accountable for your progress and to evaluate all work and complete to the highest standard. Harbour Sport values continuous improvement and expects a commitment from 'good to great'

This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity

- Provide support to Green Prescription clients to increase physical activity through face to face and phone support and deliver GRx community activities with a focus on Pacific communities.
- To achieve key performance indicators in line with Trust, GRx and Active Families targets

Key Tasks

GREEN PRESCRIPTION

- Provide face to face consultations and/or phone support to Green Prescription clients, through goal setting, offering appropriate individualised physical activity recommendations, motivation and support
- Refer GRx clients to appropriate, affordable and accessible physical activity or sporting options, promoting the 30-minutes-a-day message
- Follow up GRx patients at regular four weekly intervals and assist with their physical activity/sport and recreation plan for 3-4 months or engage them in a face to face exercise programme
- Deliver community activity sessions as required with a focus on Pacific communities
- Promote Green Prescription to Pacific community in North and West Auckland to generate referrals from Pacific community
- Maintain an extremely high level of patient confidentiality
- Provide progress report back to referrer for each patient
- Report weekly to the GRx Active Families Manager on GRx achievements or as required and attend GRx/AF team meetings
- To fully support the philosophy and culture of the Trust and where practical support other Trust programmes and events
- Undergo professional development training opportunities provided by the Trust where necessary

• PERSON SPECIFICATIONS

• QUALIFICATIONS

- Tertiary qualification in Sport, Recreation, Health, Coaching, Community or related
- Current first aid certificate

EXPERIENCE

- Working with children and their families as well as older adults
- Promoting healthy lifestyles, sport, recreation in either the health, sport or recreation sector
- Delivery of group physical activity sessions and/or sport sessions
- Behaviour change and motivational interviewing training
- Principles of healthy eating and nutrition training

COMMUNICATION

- Excellent oral and written communication skills, inclusive of presentation to variety of diverse audiences
- Computer literate and systems orientated (Word, Excel, Internet, Database)

OTHER

- An ability to build rapport quickly over the phone or face to face
- Ability to motivate people
- Understanding of differing cultures and needs in relation to sport and recreation
- Ability to work flexible hours (including evenings, occasional weekends)
- A commitment to the vision of 'Harbour Sport, where too much sport is never enough'
- Awareness of Sport and Recreation providers, Health Agencies and their services in the region as well as community organisations
- Commitment to ongoing training and professional development
- Time Management skills
- Adaptable and responsive to changing/evolving project
- Experience/understanding of Project Management principles