

JOB DESCRIPTION

POSITION DESCRIPTION:	Healthy Lifestyle Administrator/Advisor
LOCATION:	Harbour Sport Sports House
PREPARED:	January 2020
SUPERIOR POSITIONS:	Chief Executive Officer Health Manager Green Prescription Manager
TERM:	40 hours

RELATIONSHIPS EXTERNAL

Ministry of Health (MOH)
Waitemata District Health Board (WDHB)
Auckland Council and Local Boards
Leisure Facilities
Doctors, Practice Nurses and other Health Professionals
Public Health Nurses
Primary Health Organisations – Procure & Comprehensive Care PHO
Health Agencies
Tertiary Organisations, Schools/Kura Kaupapa, Kohanga Reo
Community groups- particularly Māori and Pacific
Non-Government Organisations (NGOs)
Retirement Villages and Rest Homes
Gyms and Fitness Centres
Other Regional Sports Trusts

RELATIONSHIPS INTERNAL

- Harbour Sport Staff (primarily Green Prescription)
- 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

- To encourage, motivate and guide GRx patients via face to face consultations and phone contact to set and achieve realistic, appropriate and lifelong physical activity habits and health goals.
- To refer GRx patients with a variety of medical conditions to appropriate, affordable and accessible physical activity options, promoting the 30-minutes-a-day message.
- Enter GRx referral details into database

Key Tasks

GREEN PRESCRIPTION ADMINISTRATION

- Enter GRx referral information for each client into the GRx database and excel spreadsheet document within 1 day of receiving the referral.
- Contact referrers to confirm or request patient details.
- Post GRx discharge letters to referrers at the end of every month.
- File referrals received appropriately in the secure storage system provided by Harbour Sport.

GREEN PRESCRIPTION TRIAGE ROLE

- Contact patients referred to the GRx programme within 5 days of receiving the script and provide appropriate individualised physical activity recommendation, motivation and support.
- Book in clients for a Face-to-Face consultation with a GRx Healthy Lifestyle Advisor. Alternatively book in a phone call with the GRx Healthy Lifestyle Advisor.
- Report monthly to the GRx and Active Families Manager on Green Prescription achievements via GRx discharge Meetings.
- Attend GRx meetings and report on outcomes.
- Accurately maintain patient records using the GRx database and maintain an appropriate hard-copy filing system.
- Maintain an extremely high level of patient confidentiality.
- To achieve key performance indicators in line with Harbour Sport and GRx targets.
- To fully support the philosophy and culture of the Trust and where practical support other Trust programmes/initiatives/events.
- Undergo professional development training opportunities provided by MoH, WDHB and the Trust where appropriate.

GREEN PRESCRIPTION SUPPORT

- Provide phone and face to face support to Green Prescription patients, particularly Māori and Pacific with a variety of medical conditions, referring them to appropriate, affordable and accessible physical activity or sporting options, promoting the 30-minutes-a-day message
- Contact patients referred to the GRx programme within one week of receiving the referral script and provide goal setting and appropriate individualised physical activity and sport and recreation recommendations and motivation
- Follow up GRx patients at regularly over 3-4 months by phone, email, or face to face to support and assist with their physical activity/sport and recreation or engage them in a face to face exercise programme
- Facilitate and deliver workshop education to facilitate healthy lifestyles
- Build relationships with key stakeholders e.g. Leisure Facilities, GP practices, community networks
- Communicate successes of the programme to stakeholders via case studies, e-cards, reports or articles.
- Be prepared to work flexible hours, including evening and weekend work.

PERSON SPECIFICATIONS

QUALIFICATIONS

- Sport, Recreation, Health, Community or related.

EXPERIENCE

- In promoting physical activity or healthy lifestyles in either the fitness or health sector
- Behaviour Change and Motivational Interviewing
- Principles of healthy eating and nutrition training

COMMUNICATION

- Excellent oral and written communication skills in English
- Excellent phone manner
- IT skills (Word, Internet, Database)

OTHER

- Understanding of different cultures and needs in relation to physical activity.
- Empathy for the needs of inactive people
- Time Management skills.
- Ability to work flexible hours (including some evenings/weekends)
- A commitment to the philosophy of 'more people, more active, more often'
- Knowledge of activity providers in the Harbour region
- Awareness of Health Agencies and their services in the region
- Commitment to ongoing training and professional development