

JOB DESCRIPTION

POSITION:	Community Strength and Balance Administrator
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	June 2022
SUPERIOR POSITIONS:	Chief Executive Officer Community Strength and Balance Manager
TERM:	20 hours per week

RELATIONSHIPS EXTERNAL

- Health Agencies
- Maori Health Providers
- Pacific Health Care providers – The Fono, Enu Ola
- Physiotherapy clinics
- GPs/ Practice nurses

RELATIONSHIPS INTERNAL

- Harbour Sport Staff
- Harbour Sport Board of Trustees

PRIMARY PURPOSE OF THIS POSITION

Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs.

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.

PURPOSE OF THE POSITION

Each year, one in three people aged 65 and over will fall. For people 80 years and over, the risk increases to one in two. Clinical research has shown that when people do exercise and strengthen their core, their balance improves, and their risk of falls reduces by almost a third.

Community Strength and Balance programmes are exercise classes or programmes that aim to improve balance and leg strength in older adults to reduce the risk of falling.

The purpose of this position is to contribute towards a high-quality Community Strength and Balance programme service by managing the administration aspect of the initiative.

KEY TASKS

Administration

- Enter Community Strength and Balance referral data for each referred person into the database.
- Provide appropriate class recommendations to referred people over the phone and via letter.
- Accurately maintain referral records using the relevant database and appropriate hard copy filing system.
- Communicate with referrers as required.
- Maintain an extremely high level of patient confidentiality.
- General administrative duties.

Other

- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities commensurate with nature of the position.
- To be prepared to work flexible hours, including some evening and weekend work.
- To undertake such other duties and responsibilities commensurate with the nature of the position.

PERSONAL ATTRIBUTES:

Qualifications:

- Relevant tertiary qualification in sport and recreation, exercise prescription and group exercise
- Current first aid certificate

Experience:

- Minimum of 3 years working in the fitness industry or related field such as group exercise
- Experience with relationship management particularly health agencies and community/cultural organisations
- Preferable experience in working with older adults
- Experience in working with culturally diverse populations
- Experience in data entry

Qualities:

- Action oriented, results driven
- Ability to communicate clearly and effectively with a wide range of people in all situations
- Excellent phone manner with the ability to build rapport and empathize with older adults
- High attention to detail and accuracy
- Ability to motivate, engage and influence people
- An ability to work autonomously and within a team
- High standard of integrity
- Sound judgement and decision making

- Commitment to improving the health and physical recreation status of the community
- Personal commitment to excellence
- Ability to organise and manage multiple tasks and projects to meet deadlines
- Commitment to ongoing training and professional development
- Highly developed organisational skills and time management
- Excellent oral and written communication skills in English including report writing
- Experience in dealing with the media and other promotional avenues
- Computer literate and systems orientated
- The ability to speak a second language (particularly Mandarin or Samoan) would be advantageous
- Willing to work flexible hours, including some evening work
- Current drivers' licence

This job description outlines the main activities of this position, but it is not meant to be an exhaustive list of specific duties and activities. The successful applicant will be expected to undertake any duties which could reasonably be construed as being within the role if directed.