

JOB DESCRIPTION

POSITION DESCRIPTION:	Healthy Lifestyle Advisor
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	December 2023
SUPERIOR POSITIONS:	Chief Executive Officer General Manager of Health Active For Life Manager Active For Life Lead
TERM:	40 hours

RELATIONSHIPS EXTERNAL

Health New Zealand - Te Whatu Ora
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
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 (GRx) patients, with a focus on Māori and Pacific, to implement healthy lifestyle changes through face to face consultations, phone support, workshops and GRx community activities
- Promote GRx and Active Families to secure referrals with a focus on Māori, Pacific and South Asian communities
- To achieve key performance indicators in line with Trust, GRx and Active Families targets

Key Tasks

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
- Maintain an extremely high level of patient confidentiality
- Provide progress report back to referrer for each patient
- Build strong connections with Māori and/or Pacific communities
- 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.

ACTIVE FAMILIES/ ACTIVE TEENS

- Build connection during session delivery with families referred to the programme
- Provide input toward the design of the programme for the term ahead; booklets, activities, offsite sessions and graduations
- Plan and deliver the weekly Active Families/Teens activity sessions
- Provide session plans and RAMs requirements.
- Coordinate and liaise with the Site Leads.

GREEN PRESCRIPTION PROMOTION

- Grow and maintain relationships with current and potential fitness and exercise facilities for accessible classes and affordable options for GRx patients
- Support the promotion of Green Prescription and Active Families at community events
- Support the development of new resources, promotional material and social media communications
- Report to the GRx and Active Families Manager on GRx achievements as required
- 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
- To undertake such other duties and responsibilities commensurate with the nature of the position

PERSON SPECIFICATIONS

QUALIFICATIONS

- Tertiary qualification in sport, recreation, health, exercise, coaching, community or related
- Current first aid certificate

EXPERIENCE

- Promoting healthy lifestyles in either the health, community or sport or recreation sector
- Delivery of group physical activity sessions and/or sport sessions
- Exercise prescription
- Community engagement and development with Māori and Pacific populations
- Behaviour change and motivational interviewing training
- Principles of healthy eating and nutrition training
- Delivery of workshops

COMMUNICATION

- Excellent oral and written communication skills, including presentation to a variety of diverse audiences
- Knowledge of Te Reo and kaupapa Māori an advantage or Polynesian language/culture
- Excellent phone manner
- 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, engage and influence people
- Understanding of differing cultures and needs in relation to sport and recreation
- Team player
- A commitment to the Harbour Sport vision 'A community physically active for life'
- Awareness of Health Agencies, Sport and Recreation providers, and their services in the region as well as community organisations
- Commitment to ongoing training and professional development
- Well organised with a high degree of time management skills
- Adaptable and responsive to changing/evolving programme
- Experience/understanding of project management principles
- Proactive, uses initiative.
- High attention to detail
- Customer-centric with a "can do" attitude.

- Resilient and able to cope under pressure