

Position Description

Position Title	Exercise Physiologist
Department / Industry	Community Services
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	Class 7 Level 1 - 3

About YMCA South Australia

“Creating opportunities for people and communities to connect with a better life” - VISION 21

YMCA South Australia is a charitable, not-for-profit community organisation that has served the South Australian community for more than 160 years. With approximately 600 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, camps, early education and schools and youth services.

Our Beliefs

- **COMMUNITY** – We make a positive difference in the communities in which we work
- **OUR PEOPLE** – We value our people and their contribution to our organisation
- **YOUNG PEOPLE** – We value and encourage the impact of young people in our community
- **FOCUS** – We think globally and act locally
- **SUSTAINABILITY** – We work to build a strong and vibrant YMCA for future generations
- **EQUALITY** – We value equality of opportunity for all people

Our Values

- **INCLUSIVENESS** – We strive to ensure everyone is welcome at the Y
- **ACCOUNTABILITY** – We accept responsibility for our decisions and actions
- **INNOVATION** – We encourage original and creative thinking
- **CARING** – We strive to display kindness and concern for others in all that we do
- **CONNECTING** – We work to bring people and opportunity together

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

Minimum Qualifications:	<ul style="list-style-type: none"> • National police check (NPC) (must be within 12 months of issue date) • International police check (for applicants who have worked overseas) • Working with children check (previously known as a DCSI child-related employment screening) or equivalent • HLTAID001 Provide CPR • HLTAID003 Provide First Aid • Exercise and Sports Science Australia Accreditation • Relevant Tertiary Qualification • Certificate of completion for responding to abuse and neglect (RAN) training
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“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

The role of the Exercise Physiologist is to prepare, design and deliver a tailored clinical health assessment session to clients or prospective clients. These sessions could include one on one assessments, group training, express classes, corporate health & wellness workshops and exercise prescription for clients. The client types that may be covered include rehabilitation, chronic disease management, return to work assessments, DVA assessments, WorkCover clients and / or other types of members / clients that require this service.

The role is also required to continuously develop the Allied Health Program including the conversion of clients to members through selling the benefits of 1-on-1 training support, memberships and connecting with members on the health club floor.

Areas of accountability (e.g. Recruitment)	Key duties (i.e. List specific duties in relation to a rea of accountability)	Measures (i.e. How to tell when the job is done)
Allied Health	<ul style="list-style-type: none"> • Management of new enquiries • Manage referrals and correspondence to clients, referrers and funding bodies (ie DVA, RTWSA, GP's) • Complete client assessments and required reporting for funding bodies and referrers • Maintain client files electronically • Communicate with the medical centre/s to advise on client attendance and non-attendance. • Maintain the Cliniko database with client information and bookings • Generate and keep accurate details of medical practitioners in the clinic database to ensure professional communication is maintained • Process Hicaps payments for individual clients at the end of each session • Liaise with the Allied Health Officer and Health and Fitness supervisor to ensure all administrative tasks are complete and correct including 	<ul style="list-style-type: none"> • 100% of new enquiries are responded to within 48 hours • 100% of new referrals are acknowledged and client booking made within 72 hours • Assessments completed accurately and timely. • Case noting and reporting completed within contract timeframes • Monthly reporting and KPI's completed accurately and timely • Cliniko database maintained

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	<ul style="list-style-type: none"> • Billing of group clients • Close and settle client invoices to ensure income is receipted and online reports are up to date • Ensure monthly practitioner reconciliation reports are correct • Generate WorkCover invoices • Conduct one on one assessments for a variety of client types and completing all clinical notes and reporting • Conduct group therapy sessions incorporating dry land and aquatic classes • Undertake Strength for Life assessments, tier 1. • Supervision of Strength for Life clients • Communication with Council of the Ageing to facilitate transition of Strength for Life clients • Market services to local medical centres, GP's and community centres in conjunction with Health and Fitness Director • Maintain compliance with KPI's on a monthly basis • Liaise with Customer Service staff and health and fitness staff to ensure a positive experience for clients • Ensure all professional registrations are up to date and professional development is conducted on a regular basis 	
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Key Relationships

Position reports to:	<ul style="list-style-type: none"> • Centre Manager
Direct reports:	<ul style="list-style-type: none"> • Nil
Key internal relationships:	<ul style="list-style-type: none"> • YMCA South Australia staff and volunteers • YMCA staff nationally
Key external relationships:	<ul style="list-style-type: none"> • Patrons and key stakeholders of YMCA South Australia • General Practitioners • Dietitians

Selection Criteria

In addition to the minimum position qualifications outlined in the Position Summary and Requirements table above:

Knowledge and Experience – Essential

- Experience in conducting client assessments in a variety of areas including Workcover, Return to Work, DVA and Medicare Chronic Disease Management Plans will be highly valued.
- Experience in clinical case noting and report writing.
- Knowledge of Cliniko or equivalent electronic client management system.

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- Experience in communicating with a range of internal and external clients and partners.
- High level of communication skills both written and verbal.
- [Desirable] Experience in marketing the services to external funding bodies and referrers.
- [Desirable] Experience is conducting client assessments in a variety of areas including Workcover, Return to Work, DVA and Medicare Chronic Disease Management Plans.

Personal Attributes

- Creates a fun and exciting work atmosphere that is hardworking and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct.
- Complete a national/international police check prior to employment and at the discretion of the YMCA.
- Complete a working with children check prior to commencement and maintain currency throughout employment.
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.
- Participate in safeguarding children and young people training as directed.
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families.
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people.

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- Attend any other training legally mandated by your role in relation to safeguarding children and young people.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	9 th December 2019
Approved by:	Michael Collins Manager – People, Risk & Compliance
Signed:	

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	