

# Position Description

Position Title:	Exercise Physiologist	Approval Date:	February 2024
Authorised By:	CEO	Review Date:	February 2025

- Our Vision

People in our communities enjoy better and longer lives
- Our Role

We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.
- Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
  - Providing services and supports to people with disability
  - Helping older people stay at home longer
  - Providing integrated services and supports for children and youth
  - Delivering public and private dental services
  - Addressing the root causes of vulnerability
- Our People

People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

## POSITION OVERVIEW

Job Purpose	<p>This position is responsible for the delivery of exercise physiology services across a variety of client groups and funding sources dependant on organisational need. Key aspects of the role are providing services across:</p> <ul style="list-style-type: none"><li>- Commonwealth Home Support (CHSP) and HACC programs</li><li>- Community Health (CH) funding</li><li>- Early Intervention into Chronic Disease (EICD)</li><li>- Consumer Directed Care Services (including NDIS, Home Care packages and self-funded services).</li></ul> <p>Service delivery is underpinned by the principle of the CHSP including wellness, restorative care and reablement, targeting people with complex needs, frail older people and people of all ages with disabilities and their carers, to optimise safety and independence in their home and community environments</p>
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## Duties and Responsibilities

- Provide quality direct primary care exercise physiology services to individuals including assessment, treatment individually and/or within group programs, education, and support to relevant family members;
- Facilitating focused exercise groups and information sessions.
- Linking and supporting transition of clients from community health groups into community-based programs and settings
- Ensure these services are delivered in accordance with relevant professional practice standards.
- Ensure that all service delivery and program development has an evidence based framework, based on program resource guidelines where available, utilising agreed practice standards for client outcomes and organisational protocols.
- Participate in case reviews and case presentations.
- Maintain client records in accordance with professional guidelines and organisational confidentiality protocols.
- Ensure timely and accurate collection of appropriate data to meet relevant reporting requirements and to ensure compliance with privacy legislation.
- Supervise the clinical education of exercise physiology students on placement at the service as appropriate.
- Participate in regular interdisciplinary team meetings.
- Participate in strategic and operational planning processes when required.
- Liaise with key stakeholders and local service providers and participate in appropriate networks if required.
- Be able to take ownership of tasks and work autonomously.
- Ensure risks are proactively identified, assessed and reported.
- Ensure organisational culture supports open communication and a systems approach to learning from incidents.
- Ensure any complaints/complements are referred to appropriate managers
- Other duties as required

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<b>Qualifications</b>	An Undergraduate or Masters in Exercise Physiology or equivalent
<b>Key Selection Criteria (Skills, Experience and Qualifications required)</b>	
<b>Mandatory</b> (Essential criteria that the person must meet to perform in the role.)	<ul style="list-style-type: none"> <li>• Minimum 2-years experience working in the primary health care or relevant sector.</li> <li>• Current ESSA Registration as an Accredited Exercise Physiologist</li> <li>• Current CPR and AED certification</li> <li>• Registered or eligibility and willingness to be registered for Medicare Benefits Schedule/ Private health insurance registration as a service provider</li> <li>• Understanding of integrated chronic disease management and Active Service Model</li> <li>• Experience working with clients with chronic disease</li> <li>• Group development, implementation and evaluation experience</li> <li>• Excellent communication skills both written and verbal, including the ability to prepare submissions for funding</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Demonstrated proficient computer skills in MS Office applications (Word and Excel)</li> <li>• Knowledge of client records systems: TrakCare</li> <li>• Experience working in community/public health or a community based setting.</li> </ul>
<b>KPIs/Performance Goals</b> (List level of performance expected from the employee. Should tie back to Organisational Strategic Goals) All KPI's/Performance Goals will be discussed at regular supervision sessions to ensure employees have the support and resources to meet these goals	<ul style="list-style-type: none"> <li>- Achieve clinical targets as set by the organisation.</li> <li>- The ability to develop effective, client-centred therapeutic relationships with clients/families/carers, by listening effectively, sharing information and understanding client and family needs.</li> <li>- Able to demonstrate empathy, particularly in the development of the client-therapist relationship.</li> <li>- Skills to persuade and motivate effectively.</li> <li>- Capacity to review and interpret research.</li> <li>- Working independently and as a member of multidisciplinary/interdisciplinary teams.</li> <li>- Developing practical solutions, in consideration of resource limitations</li> <li>- Applying a range of strategies to problem solving.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Recognition of individual and professional strengths and limitations and practicing within these limitations.</li> <li>- Evaluating and monitoring own performance as a clinician and part of the Allied Health team.</li> <li>- Having knowledge and confidence in own ideas and visions, and being able to communicate this to others.</li> <li>- Taking responsibility for actions and commitments, and following through on these.</li> <li>- Managing time and priorities, meeting timelines and clinical targets, delegating tasks as appropriate.</li> <li>- Participation in continuous improvement and planning processes, including Exercise Physiology service evaluations.</li> <li>- Applying learning to 'technical' issues (e.g. learning about skills and processes) and 'people' issues (e.g. interpersonal and cultural aspects of work).</li> </ul>	
<b>Service/Program</b>	Adult Allied Health	
<b>Reports</b> (Insert the title of the person this role reports to and the titles of any direct reports)	<b>Job reports to ...</b> Clinical and Operational Lead- Physiotherapy and Exercise Physiology	<b>Direct reports ...</b> Nil
<b>Award/EBA</b>	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise 2021-2022 Agreement	
<b>Classification</b> (Insert the relevant classification)	Grade 2	

<b>Terms and Conditions</b> (Provide details of the relevant Award and/or other conditions of employment specific to the role.  Include details of the role – e.g. Permanent, Part-time – 0.4 EFT)	<b>Status</b> (To check boxes, refer to “Guidelines-Check Boxes-2010)	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Volunteer <input type="checkbox"/>
	<b>Length of Term</b>	Maternity Leave
	<b>EFT</b>	0.8 EFT

# Position Specification



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## Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 100 points of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisation's sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.

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## MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Statutory Declaration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Other \_\_\_\_\_

## EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition? Yes ☐ No ☐

If yes, please provide details:

\_\_\_\_\_

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

**Signed (employee):**

\_\_\_\_\_

**Date:**

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