



POSITION DESCRIPTION

Position Title:	Massage & Exercise Specialist	Location:	14 Silverfield Estate
Reports to:	Centre Coordinator	Date:	July 2011

Purpose of Position	
<p>Working from an empowerment model, the Massage & Exercise Specialist's role is to provide Massage Therapy services and develop exercise programmes and conduct fitness workouts for clients that are goal-driven, safe and fun. Client's fitness levels are improved and they are encouraged to achieve their fitness goals through the motivation and assistance of the Massage & Exercise Specialist.</p>	
Key Accountabilities	Critical Success Factors
<ul style="list-style-type: none"> Client Fitness Programmes 	<ul style="list-style-type: none"> Client Fitness Programmes are developed, reviewed and updated monthly and are appropriate for the clients individual needs and fitness goals Neuro-Physiotherapist (and other healthcare professionals) guidelines are followed when developing Fitness Programmes for clients Has access to up-to-date All About Me information and refers to this information as required Client progress, successes and challenges are discussed with the Client and are tracked and recorded in the Client Progress Notes each session Completed Fitness Programmes are forwarded to administration for scanning and attaching to Client files on a monthly basis Client Progress notes are forwarded to administration daily for data entry purposes
<ul style="list-style-type: none"> Fitness sessions are provided to clients that are fun, motivating and challenging and conducted in a safe manner 	<ul style="list-style-type: none"> The Massage & Exercise Specialist demonstrates to Clients how to complete exercises properly and safely Fitness Programmes are followed and clients are challenged, encouraged and supported to reach their identified fitness goals Massage & Exercise Specialist projects charisma and energy to facilitate the clients belief that they can achieve their fitness goals Massage & Exercise Specialist uses encouraging words, is animated, exhibits excitement and congratulates clients on their achievements, no matter how small they may be Clients are encouraged and supported to use their own abilities to complete their fitness programme

Key Accountabilities	Critical Success Factors
<ul style="list-style-type: none"> • Massage Therapy 	<ul style="list-style-type: none"> • Massage Therapy is provided to clients according to industry best practice standards and company policies and procedures • Massage Therapy sessions are designed based on clients individual needs and requirements and are documented accordingly • Massage services provided to clients is professional, and clients feel relaxed and welcomed during sessions • Clients are educated where possible on how to improve their posture and taught strengthening, stretching, and rehabilitative exercises as well as relaxation techniques • Information and effects of treatments are appropriately communicated with the RN, Neuro-Physiotherapist and/or other members of the interdisciplinary team if necessary in line with privacy requirements
<ul style="list-style-type: none"> • Maintenance and cleaning of Massage and Exercise equipment 	<ul style="list-style-type: none"> • Designated areas are kept tidy and equipment is cleaned daily in accordance with cleaning protocols and health and safety requirements • Equipment is functional and in working order with minor repairs being undertaken on equipment as and when required • Any damaged or malfunctioning equipment that cannot be repaired immediately is reported to the Centre Coordinator
<ul style="list-style-type: none"> • Positive working relationships are developed and maintained with clients receiving fitness support 	<ul style="list-style-type: none"> • Clients supported can report a positive working relationship
<ul style="list-style-type: none"> • Support is provided to clients that is culturally sensitive and safe 	<ul style="list-style-type: none"> • Clients supported can report that respect is shown for the clients individual culture and beliefs • Massage & Exercise Specialist seeks guidance from Centre Coordinator when required
<ul style="list-style-type: none"> • Work in partnership with other team members to maintain positive and professional standards in the workplace 	<ul style="list-style-type: none"> • Massage & Exercise Specialist can demonstrate respectful and cooperative team work practice • Feedback from peers is positive regarding the Massage & Exercise Specialist's care of clients and their contribution to the team
<ul style="list-style-type: none"> • Support and aid in physical & environmental cares required by the clients is provided to a high standard 	<ul style="list-style-type: none"> • Clients personal cares are attended to in the Centre as directed, including but not limited to, feeding, toileting and administering medication
<ul style="list-style-type: none"> • Contribute to the wider organisation by undertaking other duties as requested and directed by the Centre Coordinator / Management, in a timely and efficient manner. 	<ul style="list-style-type: none"> • Duties are undertaken and completed within the specified time frames. Commitment and flexibility is demonstrated

Key Accountabilities	Critical Success Factors
<ul style="list-style-type: none"> Health and Safety policies and procedures are observed and applied to ensure a safe, secure and healthy environment 	<ul style="list-style-type: none"> A safe, secure and healthy environment is maintained All accidents, incidents and hazards are accurately reported within the specified timeframes Individual responsibility is taken for all health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures All Risk Management Plans are adhered to
<ul style="list-style-type: none"> Company policies and procedures are complied with at all times 	<ul style="list-style-type: none"> Fitness Instructor / Life & Wellbeing Supporter is aware of and has access to the company policies and procedures Fitness Instructor / Life & Wellbeing Supporter demonstrates the policies and procedures in their work practice Documentation required as per company policies and procedures is completed accurately and within the specified time frames
<ul style="list-style-type: none"> Productive working relationships are built and maintained 	<ul style="list-style-type: none"> Ability to communicate with and work effectively with managers and employees across the services. Positive feedback is received from Peers, Leaders, Coordinators and Managers Knowledge and resources are shared and exchanged
<ul style="list-style-type: none"> Communication and interaction with Family/Whanau members is positive and professional 	<ul style="list-style-type: none"> Feedback received from family / whanau members and other team members is positive Relevant information is passed to the Centre Coordinator
<ul style="list-style-type: none"> Personal Development 	<ul style="list-style-type: none"> Updated knowledge and skills are gained through completion of Career Force Level 2 and through research and attending fitness related seminars / training courses Compulsory Monthly Company Meetings and Centre Meetings are attended Training needs are identified and communicated during the performance appraisal process and on an as required basis throughout the year One-to-One and Supervision Meetings with the Centre Coordinator are attended as scheduled and contributed to honestly and openly The performance appraisal process is contributed to and completed within the specified timeframes
<ul style="list-style-type: none"> Work to and uphold the Privacy Act 1993 and associated amendments 	<ul style="list-style-type: none"> Full confidentiality is maintained and the principles of the Act are adhered to
<ul style="list-style-type: none"> Application of the Code of Health & Disability Services Consumer Rights 	<ul style="list-style-type: none"> Work practices are consistent with and demonstrate the enactment of the Code of Health & Disability Services Consumer Rights

Key Accountabilities	Critical Success Factors
<ul style="list-style-type: none"> Application of the principles of Te Tiriti o Waitangi (Treaty of Waitangi) 	<ul style="list-style-type: none"> Work practices are consistent with and demonstrate the policy of Creative Abilities & Associates Ltd on the Treaty of Waitangi, including recognition of Maori values and beliefs and cultural safety for all people

This position description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and the provision of quality service to the company.

Person Specification

Qualifications / Experience

- Hold a relevant tertiary qualification (e.g. Massage Therapy/Fitness/Rehabilitation)
- Certified Fitness Trainer and Massage Therapist
- Experience and understanding of massage techniques and body physiology
- Experience/knowledge of working with clients with disabilities would be highly regarded
- Current First Aid Certificate (or a willingness to obtain one)

Skills / Attributes

- Ability to have fun, create excitement and motivate and encourage clients
- Ability to relate to and build relationships with people with diverse needs
- Ability to work as part of a team who promotes the client as number one
- Well developed written and verbal communication skills
- Ability to work under limited supervision, either individually or in a team
- Well developed problem solving and observation skills
- Ability to manage change and work well under pressure
- Interpersonal skills and empathy to relate well with clients, employees and external parties