



<b>Position Description</b>	
<b>Position Title:</b>	IFL – 261 Sport and Recreation Officer
<b>Reports To:</b>	Community Support Services Manager
<b>Direct Reports:</b>	Nil
<b>Award &amp; Classification:</b>	

<b>Position Purpose</b>
<p>The Sport and Recreation Officer is responsible for developing, coordinating and delivering sport and recreational programs and activities to members of the Aboriginal and Torres Strait Islander Community within MHSL Geographic Service Area to increase active participation and to discourage anti-social behavior. This position plays an important role in the community to promote physical health and social benefits and combat the growing issue of obesity. Travelling throughout the geographic service area of Mamu Health Service Limited (MHSL) is a requirement of this position.</p> <p><i>To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.</i></p>

<b>Specific Duties</b>	<b>Success Indicators</b>
<p>Program Management</p> <ul style="list-style-type: none"> <li>• Coordinate and deliver programs and services to promote physical activity</li> <li>• Identify, evaluate and implement sport, recreation and leisure activity programs that encourage clients to participate in physical activity opportunities</li> <li>• Develop implementation plans for programs, including how information will be communicated to potential participants, how logistical details will be handled and how results will be measured</li> <li>• Conduct fitness orientation and health screening</li> <li>• Educate clients on the health benefits of physical activity</li> <li>• Coordinate 'Come &amp; Try' Days</li> <li>• Develop and maintain knowledge of services, activities and culturally appropriate resources offered by MHSL that can be used to supplement Sport and Recreation Programs</li> <li>• Partner with other MHSL departments to plan, promote and implement programs that provide a holistic approach to health</li> <li>• Liaise with Sporting Organisations/Clubs to ensure delivery and capacity of Aboriginal and Torres Strait Islander clients</li> <li>• Provide and support health promotion programs through local networks</li> <li>• Undertake risk analysis of MHSL activities and put controls in place to mitigate risks</li> </ul>	<p><b>Sport and Recreation program objectives are achieved</b></p> <p><b>Number of clients attending Sport and Recreation Programs</b></p> <ul style="list-style-type: none"> <li>• <b>Number of participants attending events</b></li> <li>• <b>Female Participants</b></li> <li>• <b>Male Participants</b></li> </ul> <p><b>Number of programs held</b></p> <ul style="list-style-type: none"> <li>• <b>Come and Try Days</b></li> <li>• <b>Physical Activity Stalls</b></li> <li>• <b>Community sporting group</b></li> </ul> <p><b>Sport and Recreation programs are high quality and meet the needs of clients, evidenced by client survey results</b></p> <p><b>Proactively partners with other MHSL programs to promote holistic approach to health</b></p> <p><b>Risk assessments are completed prior to commencing MHSL activities and proper controls are in place</b></p>
Health Promotions and Community Engagement	



<ul style="list-style-type: none"> <li>• Support the planning, implementation and evaluation of group activities</li> <li>• Promote the Service locally through community engagement activities, networking and promotional activities</li> <li>• Build relationships with the Aboriginal and Torres Strait Islander communities through attending community events, accessing cultural mentors, developing community reference groups and community consultation</li> <li>• Ensure alcohol and drug-free participation and respect for players, officials and spectators</li> <li>• Comply with legislation, policies, procedures and protocols to achieve and maintain evidence based and effective practice in primary health care with a focus on promotion, prevention and early identification</li> <li>• Provide culturally appropriate resources to stakeholders</li> </ul>	<p><b>Clients are alcohol and drug-free while participating at events</b></p> <p><b>Players, officials and spectators are treated with respect and in line with MHSL values</b></p> <p><b>Accurate and culturally appropriate resources are provided to all stakeholders</b></p>
<p>Administration</p> <ul style="list-style-type: none"> <li>• Assist in maintaining the PIRS (Communicare) in accordance with the organisational requirements and client records</li> <li>• Prepare reports as required</li> <li>• Maintain and provide relevant information and data for the development of submissions to governments for the development of programs</li> <li>• Assist with grant writing and funding proposals when required</li> <li>• Ensure the accurate collecting and recording of patient demographics</li> <li>• Source external funding for physical activity partnerships and programs</li> </ul>	<p><b>Accurate and current client information (including current case notes, statistics, other client records and files) maintained on the Patient Information Recall System Communicare</b></p> <p><b>Accurately completes paperwork and assigned duties in a timely manner</b></p>

<b>General Duties</b>
<ul style="list-style-type: none"> <li>• Maintain a friendly and approachable attitude towards clients and staff</li> <li>• Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers</li> <li>• Maintain clean and professional appearance</li> <li>• Respect all equipment and property and use with care to avoid unnecessary damage</li> <li>• Attend meetings, internal and external training to further develop and maintain skills, as required</li> <li>• Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation</li> <li>• Work collaboratively to exceed client expectations</li> <li>• Keep work areas tidy and clean</li> <li>• Participate in community events (weekends and after hours) when required</li> <li>• Support health promotion programs and the planning, implementation and evaluation of group activities</li> <li>• Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required</li> <li>• Other ad hoc duties, as required</li> <li>• Undertake the responsibilities of the position adhering to:</li> </ul>



- Equal opportunity and anti-discrimination legislation and requirements
- Workplace Health and Safety (WHS) legislation and requirements
- Legal requirements
- Confidentiality agreement and client confidentiality
- Code of conduct

- Qualifications & Experience**
- Qualification/ Certificate III Level in Fitness or related field or ability to obtain
  - Current QLD Drivers license
  - Current First Aid Certificate or ability to obtain one
  - Current Working with Children Check “Blue Card” or ability to obtain one
  - Previous health services experience an advantage

- Knowledge, Skills and Personal Attributes**
- High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe
  - Good computer skills including proficiency with Word, Excel and Outlook
  - Accuracy and attention to detail
  - Displays high standard of customer service
  - Ability to provide holistic support services to Aboriginal and Torres Strait Islander people and families with an emphasis on physical activity
  - Ability to conduct events, activities etc for targeted and plan population groups across the community
  - Ability to work in any location within Mamu Health Service’s service area when required
  - Ability to comprehensively understand and abide by Mamu Health Service’s policies and procedures
  - Ability to achieve and adhere to deadlines
  - Well presented, enthusiastic, positive attitude, strong work ethic and willingness to learn
  - Excellent interpersonal and communication skills with demonstrated ability to effectively communicate with Aboriginal and Torres Strait Islander and non- Aboriginal and Torres Strait Islander people
  - Ability to exercise confidentiality and tact when dealing with sensitive issues
  - A flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility
  - Exceptional teamwork skills and ability to work with minimal/no supervision
  - Ability to follow directions

<b>Approved by:</b>		<b>Date:</b>	
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I have read the above Position Description and understand and accept the role requirements for the position of Sport and Recreation Officer.

<b>Incumbent Signature:</b>		<b>Date:</b>	
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*Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*