

## BURDEKIN COMMUNITY ASSOCIATION INC.

### Position Description

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<b>Position Title:</b>	Fitness Instructor (Certificate IV)
<b>Classification:</b>	Fitness Industry Award 2020 – Level 4A
<b>Status:</b>	Casual
<b>Hours:</b>	As required
<b>Accountable to:</b>	Chief Executive Officer
<b>Date:</b>	April 2025

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#### Organisational Environment

The Burdekin Community Association Inc. (BCA) is a not-for-profit, incorporated association and registered charity, which strives to fulfil the unmet social, welfare and health needs of the Burdekin community.

A wide variety of community services are delivered by the BCA to the Burdekin Shire. Since establishment in 1975, BCA has evolved to become one of the largest community service organisations in the region.

#### Burdekin Centre for Rural Health

The Burdekin Centre for Rural Health (BCRH) is part of the BCA's response to the primary health care needs of the Burdekin Shire.

BCA is committed to working in partnership with the community to improve the health and wellbeing of people in the Shire; improve their access to primary health care services; play a role in the recruitment and retention of health professionals in rural communities; and enable flexible delivery of services.

#### Purpose of the Position

The purpose of the position is to assist the Chief Executive Officer and team in the coordination and delivery of high quality rehabilitation services and exercise programs for clients.

#### Primary Duties and Responsibilities

- Assist the Exercise Physiologist or Exercise Scientist with the implementation of individualised and group rehabilitation and health enhancing exercise programs, respectful of cultural, language and other needs.
- Assist the Exercise Physiologist or Exercise Scientist with the completion of pre and post service client assessments and maintain client records.
- Collect, collate and analyse data on participant access for reporting and evaluation purposes.
- Work as part of a multi-disciplinary team to achieve team goals and quality client outcomes including attending and actively participating in staff meetings and service planning sessions.
- Perform regular checks and routine maintenance of exercise equipment at the centre.
- Ensure continuity of program service delivery by assisting with other service activities as directed.
- Provide assistance to the CEO and other staff and perform additional duties as required.

#### Position Requirements / Key Selection Criteria

1. Certificate IV in Fitness minimum.
2. Knowledge and experience, or ability to gain knowledge, in health enhancing exercise programs in accordance with contemporary clinical evidence.
3. Ability to assist with the implementation of individualised and group programs for specific populations.

4. Provide a high and consistent level of service to, and communicate openly and effectively with clients, associates, colleagues and visitors.
5. To actively participate in the promotion of a team environment.
6. To act in a polite and courteous manner and professionally at all times. Understand and adhere to the values of the BCA and the professional service boundaries therein.
7. To attend and actively participate in relevant training programs and meetings as required.
8. High level of organisational skills, initiative and self-motivation to perform tasks within specified time frames under limited supervision.
9. Experience in working independently and as part of a flexible multi-disciplinary team to ensure the smooth operation of support services to clients.
10. Demonstrated commitment to quality practices based on strong work ethic, empathy, fairness, flexibility and confidentiality.
11. Good knowledge and understanding of contemporary human resource management issues including policies and procedures, working team relationships, workplace health and safety, conflict resolution and anti-discrimination; and demonstrated commitment to their application.
12. Demonstrated high level of ability in general office administration, including the use of computers and office equipment, and proficiency in Windows based software programs including Microsoft Office Suite (Word, Excel, Publisher, Outlook and PowerPoint).
13. Possession of or access to an insured and comprehensively registered vehicle.
14. Hold a current Qld 'C' Class Drivers Licence.
15. Hold an Apply First Aid Certificate.
16. Hold a Qld Blue Card and NDIS Worker Screening Check or be able to obtain them.

### **Reporting Requirements**

The Fitness Instructor Certificate IV will maintain regular working contact with the CEO.

### **Amendments to this Position Description**

This Position Description may be amended on the mutual agreement of the parties (CEO and Fitness Instructor Certificate IV), to provide for any major unanticipated issues. It also places the onus on both parties to communicate regarding significant positional changes.