



**Multiple Sclerosis
& Parkinson's**
CANTERBURY
strong connections

70 Langdons Road Christchurch 8053
Phone 03 366 2857
www.ms-pd.org.nz

Job Title:	Exercise Co-ordinator	Location:	70 Langdons Road, Papanui
Hours of Work:	26 hours per week	Salary Range:	To be negotiated
Responsible to:	Executive Manager	Travel Required:	Some travel in MSPC vehicle or own vehicle (reimbursed mileage)
Mission:		Key Relationships:	
Enabling people with MS and Parkinson's to manage their health and wellbeing.		External: <ul style="list-style-type: none"> • Service users and their supporters • Health and Disability Professionals • Community organisations • Public and Private Health Agencies • General Public Internal: <ul style="list-style-type: none"> • Executive Manager • Staff • Contractors • Volunteers 	
Position Purpose:			
To increase safe and regular participation in exercise at BrainTree and in people's local communities to support self-maintenance of their condition.			
To educate a wide variety of audiences on the benefits of exercise for people with MS and Parkinson's.			
Personal Specifications:			
Knowledge and skills <ul style="list-style-type: none"> • Previous experience of exercise prescription • Previous experience of working with clients with MS and Parkinson's • Previous experience running exercise classes and of supervising others • Experience of delivering presentations to a variety of audiences Attributes <ul style="list-style-type: none"> • Able to work well with others and pass on skills and knowledge • Demonstrates self-reliance, confidence, flexibility and adaptability • High level of energy and initiative • Calm, patient and professional • Able to maintain judgment under pressure • High level of written and oral communication skills • Basic understanding of computing, Microsoft Office, databases Qualifications and Education Requirements <ul style="list-style-type: none"> • A tertiary qualification in exercise prescription, exercise science or physical education. • A full NZ drivers licence • Current first aid certificate 			

Approved by:	Chair MS and Parkinson Canterbury	Date:	
Last Updated by:	Executive Manager	Date:	11 March 2022

Job Description

- To provide 1-to-1 support to enable people with MS and Parkinson's to access physical activity-based programmes provided by MSPC at BrainTree or provided in their local community.
- To review, monitor, cover-for and develop the running of MSPC's exercise groups including supervision and training of other exercise instructors employed or contracted by MSPC or volunteers
- To promote to service users the exercise options available to people in the community
- To collaborate with other providers and develop a broad range of exercise options in the community that is suitable for people with MS and Parkinson's.
- To offer education around evidence-based exercise options for people with MS and Parkinson's, other health professionals and the wider community

Key Responsibilities	Tasks	KPI's
To empower service users through self-management of their condition with exercise.	<ul style="list-style-type: none"> • Provides 1:1 assessments to assist service users to access the right exercise intervention at the right time. • Informs all service users of gym, physio, exercise, and self-management programmes available to them 	<ul style="list-style-type: none"> • Maintains an accurate record of client contact • Maintains an up-to-date list of community exercise programmes and resources that can be shared with service users. • Monitors demand for services by maintaining a waitlist, and seeks to improve timely service delivery as required.
Delivers the suite of exercise classes/open gym sessions as required	<ul style="list-style-type: none"> • Plans and develops the suite of exercise options to be run by MSPC at BrainTree and in the community. • Supervises other exercise instructors and ensures their programmes meet evidence-based standards • Leads required classes to cover for absences or to establish new classes. • Service users are reviewed as needed to ensure they are in the right class • Ensure classes are social and enjoyable and encourage networking with others. • Ensure class attendance is collected for statistics 	<ul style="list-style-type: none"> • Shows evidence that class content has been reviewed • Seeks feedback from service users and modifies classes as needed • Keeps aware of health and safety of gym environment and equipment and regularly audits incident reporting • Audits note keeping in cliniko
To oversee the use of volunteers for the exercise groups	<ul style="list-style-type: none"> • Volunteers are selected and inducted to assist with the exercise programme 	<ul style="list-style-type: none"> • Volunteers are trained and suitably monitored to assist with exercise groups.

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<p>Develops and delivers education on a range of topics around exercise</p>	<ul style="list-style-type: none"> • Collaboratively plans, delivers and evaluates education workshops on a range of topics around exercise for service users, staff in residential care, as well as other exercise professionals as required. 	<ul style="list-style-type: none"> • Establish an annual calendar of events and visits to the rural areas. • Monthly reports record external education sessions. • Feedback is of a high standard • Education with members incorporates current clinical knowledge
<p>Identify effective and innovative initiatives to increase participation in exercise</p>	<ul style="list-style-type: none"> • Keep up to date with the latest evidence-based practice, applying this to practice where able and providing education on this evidence • Trial new initiatives and/or collaborations with other providers and assess their success with service users in increasing exercise participation 	<ul style="list-style-type: none"> • Has a professional development plan and works towards achieving planned outcomes. • Provides evidence of ongoing knowledge development • Has trialled a new programme and assesses its viability
<p>Other</p>	<ul style="list-style-type: none"> • Lead and contribute to a culture focused on the health, safety and wellbeing of staff and service users. • Continue to develop own levels of skill and effectiveness in relevant professional areas. • Other tasks as required and negotiated with Executive Manager, e.g. assisting with fundraising. 	<ul style="list-style-type: none"> •

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