

Position Title	Accredited Exercise Physiologist and Administration
Employer	Bodytrack Exercise Physiology
Application Closing Date	Friday 25 th Aug 2017
Job Start Date	Aug 2017
Work Type (full-time, part- time, contract, permanent casual, temporary)	Permanent Casual / Permanent Part Time (progression to a full-time position considered for the right candidate)
Salary	Remuneration discussed on successful application – award rates or above as based on experience
Location	2/65 Sylvan Rd, Toowong, QLD 4066
The Company	Bodytrack is a passionate team leading the way in customised allied health solutions. We are dedicated to providing health services to a diverse range of clients across four branches: Chronic Conditions and Rehabilitation; Everyday Health and Fitness; Performance; and Corporate Health. We have an outstanding team culture, with leadership and growth opportunities which include a continuing education allowance and in-house tutorials. Our brand-new purpose built clinic is the perfect work place to develop your skills and learn from the best in the business.
Job Description	The available role will be a combination of AEP and administration positions to manage our current influx of clients and provide optimal work hours for the right candidate. Pre-requisites of the role: • Bachelor of Exercise and Sports Sciences with a major in Clinical Exercise Physiology or equivalent. • Accredited Exercise Physiologist registration with ESSA. • Current First Aid and CPR Certificate. • Current Blue Card. The successful applicant must have the following experience: • Providing treatment to patients under general practitioner management plans (GPMP), Enhanced Primary Care Plans (EPC) team care arrangement plans (TCA) and DVA.

- Writing patient notes and clinical reports for doctors and other allied health specialists in their appropriate formats.
- Confidence in exercise prescription for chronic disease and rehabilitation both in clinic and home based; apparently healthy individuals; and group sessions.
- Programming for sessions varying from 1:1 and 2:1 through to large group sessions.
- Experience in an administration and/or marketing position including EFTPOS transactions, invoicing, faxing and filing.

Skills that are desirable but not essential include:

- Experience treating Work Cover patients.
- Strength and Conditioning qualifications and/or experience.
- Experience in planning and implementing projects.
- Experience using Client Management Software
- Knowledge of medical administrative practices (Medicare and Private Health claiming, GP referrals and reporting, etc.)
- Advanced skills in excel

You must have the highest level of skill in the following:

- Communication
- Organisation and time management
- Acquiring processes quickly
- Attention to detail
- Working effectively both in a team and independently
- Building rapport

If you meet the above requirements and are motivated in providing professional health care in Exercise Physiology then please forward your Cover Letter and Resume to

careers@bodytrack.com.au, or call 3870 4119 for more information.

Daniel Harth AEP Manager

Bodytrack Health and Fitness Pty Ltd.

Apply to	
Name	Daniel Harth
Phone	(07) 3870 4119
Fax	(07) 3870 4113
Email	careers@bodytrack.com.au