



HEALTH SERVICES COORDINATOR

This is a full time position

Job Description

The Health Services Coordinator is responsible for managing the medical, athletic therapy and anti-doping education relevant to all of Rugby Canada's High Performance programs. The role includes all organizational and administrative matters associated with these activities as well as a selection of day to day operations. It includes, but is not limited to, performing as a practitioner, the recruitment of staff, health and medical staff monitoring, the preparation of daily agendas, the maintenance of a selection of data bases and the documentation of reports.

Roles and Responsibilities

The Health Services Coordinator acts as the athletic therapist for the National Women's team and the National Women's Sevens team as well as providing administrative and medical support services for all other Rugby Canada national programs.

The administrative and medical support services include all of the following.

Data Base Management

- Maintain data bases that are retained in Rugby Canada's offices to include the following records and information.
 - All individuals who have undertaken the Anti-Doping Education.
 - A record of national team player injuries, treatments and rehabilitation.
 - A record of National Panel Referee injuries, treatments and rehabilitation.
 - Rugby Canada Team Doctors and comprehensive details of potential new recruits as national team doctors.
 - Rugby Canada Therapists and comprehensive details of potential new recruits as national therapists.

Health and Medical

- Develop, maintain, review and update policies and procedures applicable to Rugby Canada's health and medical management.
- Strengthen a succession pathway that recruits and then rewards quality health and medical providers in our sport.
- Coordinate the medical supplies for all National Teams.
- Maintain all health and medical equipment and supply records.

- Continually liaise with the Rugby Canada doctor and, when applicable, tour doctors.
- Prepare draft submissions for Rugby Canada's Financial and Marketing Staff to adapt for purchase agreements and sponsorship grants.

Athletic Therapy

- Recruit Therapists (Athletic, Massage, etc) for all National Teams.
- Undertake a review of all therapists in the Rugby Canada national programs.
- Attend camps scheduled on Vancouver Island.
- Recruit and monitor student Athletic Therapists who act as practitioners under supervision at national team camps scheduled on Vancouver Island

Anti-Doping Education

- Deliver Rugby Canada's Anti-Doping Education to all National teams.
- Ensure that Canadian Rugby Championship team managers have their players address the Anti-Doping Education on line education program.
- Accept responsibility for identifying players to National Team Coaches and National Team Managers who have not undertaken the Anti-Doping education program and therefore not on the anti-doping education data base.
- Maintain a data base of players who have completed the Anti-Doping Education

Administration

- Liaise with individual athletes on issues related to their injuries, their treatment and their rehabilitation.
- Provide input to athletes, their team coaches, the Referee Development Manager if applicable as well as the Strength & Conditioning Manager on treatment and rehabilitation of specific athletes undertaking injury recovery.
- Act as an advisor and serve as a liaison person between Rugby Canada's Director of Finance and the insurance providers serving our national teams and National Panel of Referees.
- Provide written quarterly reports on the medical program to the High Performance Manager.
- To contribute to Rugby Canada's further development by producing written proposals on the High Performance medical program, treatment and insurance processes.
- Undertake tour reviews of the medical program with the travelling medical staff and tour management staff and submit review reports to the *High Performance Manager*.
- Serve as an advisor on the *High Performance Manager* on health and medical matters.
- Attend scheduled *Integrated Support Team* meetings to update members on all of the above and to integrate their reports and their input into on-going health and medical processes.

Reporting Structures

This person is responsible for liaising with the National Coaches and reports on an on-going basis to the *High Performance Manager*. *The High Performance Manager* will support this person in the planning process and will act as the link between Rugby Canada and the Team Management personnel.

Additional Information

This is a full time position and is based from the Victoria office of Rugby Canada. The appointed individual must be able to display an ability to work during periods of extended hours including weekends and evenings. A driver's licence and current passport is essential.

Applicants are to submit all professional certification and professional membership details with their application.