



REIKI AUSTRALIA  
*In Touch*

## REIKI AUSTRALIA POSITION DESCRIPTION

**Position Title:** Distant Reiki Co-ordinator

**Reports to:** Reiki Practice Team Leader

**Internal Contacts:** Project Manager

**Employment conditions:** Voluntary position

### **Overview of Position:**

The purpose of this position is to co-ordinate distant Reiki healing sessions with a team of volunteers.

### **Functions and responsibilities:**

- Will receive the notification from Reiki Australia that a treatment has been purchased via email, using [distanthealing@reikiaustralia.com.au](mailto:distanthealing@reikiaustralia.com.au);
- Manage the team of practitioners with times and sessions for the treatments;
- Liaise with Admin staff as needed;
- Follow up on practitioners to make sure they do the treatments and send a brief report;
- Handle queries and communication from clients and practitioners;
- Report to the team leader of Reiki Practice, giving a monthly update to inform the Project Manager and Board.

### **Person specifications:**

#### **1 Qualifications and experience:**

- Previous experience in team leadership is desirable;
- Member of Reiki Australia;
- Reiki 2<sup>nd</sup> Degree;
- Distant Reiki as part of their Reiki practice.

#### **2 Personal characteristics:**

- Excellent verbal and written communication skills;
- Demonstrated ability to establish and sustain effective teamwork;
- Demonstrated ability to support and guide others in their ongoing development;
- Well-organised and able to establish and maintain effective systems;
- Be able to send and receive emails;
- Organise scheduling.

### **Requirements:**

- Sign a confidentiality agreement;

- That clients remain clients of Reiki Australia and that they will not be solicited for any other service or product;
- That the client's details remain confidential;
- Conversation between client and practitioners in regard to the client remain confidential;
- Seek help from Project Manager and/or Board if problems arise;
- Be familiar with complaints policy and procedure for Reiki Australia.