

Scarboro Surf Lifesaving Club

Job Description – First Aid Officer



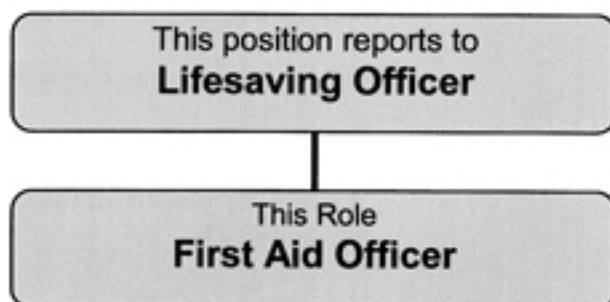
1. Position

First Aid Officer

2. Position Purpose

Responsible for the coordination of Club First Aid services and maintenance of equipment

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

Key Accountabilities

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- Care and maintenance of the Club's First Aid equipment in liaison with the Lifesaving Officer
 - Ensure the correct use of First Aid equipment by members
 - Assist the Education Officer in instructing on the First Aid component of awards
 - Ensure that equipment is serviced as required
 - Represent the Club at specific meetings related to First Aid matters
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6. Primary Accountability

Performance Measures

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- | | |
|---------------|---|
| Budget | Submits a first aid budget for approval |
| Meetings | Attends Club meetings as required |
| Reporting | Provides reports when required |
| Club Policies | Ensures compliance with SLSA/SLSWA first aid procedures |
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7. Required Competencies

- Holds a First Aid qualification
 - Basic understanding of medical practices
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
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