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### 1. Position

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First Aid Officer – V070419

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### 2. Position Purpose

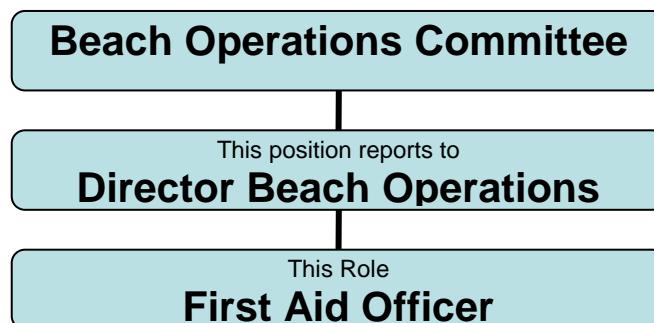
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Responsible for the coordination of Club First Aid services and care and maintenance of equipment

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirement

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Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the *Working with Children (Criminal Record Checking) Act 2004*.



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### 6. Major Responsibilities

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- Care and maintenance of the Club's First Aid equipment
- Ensure the correct use of First Aid room and equipment by members
- Assist the Education Officer in instructing on the First Aid component of awards
- Assist the Lifesaving Captain in the training of members for Champion First aid Team, Champion Patrol and Champion Lifesaver
- Ensure that first aid room and equipment is maintained and ready for patrols
- Represent the Club at specific meetings related to First Aid matters
- Maintain records of first aid treatment and use of supplies
- Annually develop and submit for approval, a budget for first aid supplies & equipment
- Complete and comply with the SLSWA annual methoxyflurane audit, ensuring it is correctly stored and administered at all times
- Comply with the Club's constitution and policies
- Comply with SLSA/SLSWA first aid relate policies and regulations

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### 7. Primary Accountability

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First aid room and supplies maintained and available as required

First aid budget submitted for approval in a timely manner

First aid records maintained

Meetings attended and reports submitted as and when required

SLSA/SLSWA first aid procedures complied with

Club Policies and directions of the Board complied with

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### 8. Required Competencies

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- Holds a First Aid qualification
  - Holder of SLSA BM desired
  - Basic understanding of medical practices
  - Understanding of budget compliance
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Understanding of SLSWA and SLSA first aid policies and regulations
  - Understanding of the Club's constitution and policies
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