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| **POSITION DESCRIPTION – First Aid Officer**  |
| **Organisation** |  |
| **Job Title** | First Aid Officer |
| **Position Type** | Voluntary/Paid |
| **Reports to** | Competition Convener or President of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose**To manage any injuries that may occur and ensure that the *(Association’s name)* first aid kit is well-maintained. |
| **Knowledge/Skills*** Current Senior First Aid Qualification
* Current Level 1 Sports Trainer Certificate
* Strong report/record keeping skills
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* Computer literacy
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| **Typical time commitment*** *5 hours per week during pre-season preparations (generally March to May)*
* *Saturdays through the Winter season (May to September) will be required.*
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| **Responsibilities and Duties*** Complete an inventory of the first aid kit on a regular weekly basis during competition season and ensure new supplies are ordered when required.
* Refer injuries to a medical expert for diagnosis and treatment if required.
* Ensure each injury is recorded. Information should be detailed and specific, including the name of the injured person, the nature of the injury, the time of injury, etc.

**ESSENTIAL*** National Volunteer Police Clearance
* At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way

For further information regarding this position please contact *(Association name) (Association contact details)* |

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| ***NWA-RES-29 First Aid Officer PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |