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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 | |
| **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.* | |
| **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 | |
| **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*** |