



ROLE DESCRIPTION

First Aid Officer

Position Title	First Aid Officer
Reports To	Business Manager
Direct Reports	Nil
Salary	School Assistant Level 3
Hours	8.45am – 3.45pm 30 minutes for lunch

BACKGROUND

Daramalan College is a co-educational Catholic College in Canberra ACT conducted by The Missionaries of the Sacred Heart (MSC) – a Catholic Religious Order of Priests and Brothers. It is a coeducational school for students in Years 7-12.

MSC schools recognize the importance of balanced human development and strive to help young people to achieve their full potential in all areas of life. MSC schools operate in a spirit of family and a spirit of brotherhood and sisterhood, formed by kindness and understanding, by compassion and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour.

PURPOSE OF THE ROLE

The First Aid Officer is responsible for the effective operation of the College First Aid Room. The First Aid Officer is directly answerable to the Business Manager, and ultimately to the Principal.

MAIN DUTIES

- Maintain safe work environment in accordance with the Work Health Safety Act
- Administer First Aid to students and staff at Daramalan College and maintain securely student medication
- Record all illnesses, injuries, incidents and accidents in the school management system
- As required, communicate with the parent and/or guardian of students suffering illness/injury
- Liaise with Pastoral Leaders, as required, when a student presents to First Aid
- Advise staff of students with life threatening conditions at the commencement of each school year
- Liaise with the Business Manager on all issues pertaining to First Aid
- Provide monthly statistics for the presentation of students to First Aid
- Arrange for the provision of First Aid kits for excursion, carnivals etc

- Maintenance and ordering of First Aid supplies and equipment as required
- Any other tasks as determined by the Business Manager.

QUALIFICATIONS AND COMPETENCIES REQUIRED

- Integrity, professionalism and confidentiality;
- Current Senior First Aid Certificate (or equivalent);
- Excellent communication skills;
- Sound personal organisation;
- Information and Communication Technology knowledge and skills;
- Ability to work with limited supervision;
- Ability to meet deadlines and to work under pressure at times
- Commitment to undertake ongoing professional development
- A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals.

SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and/or relevant experience.
2. Excellent interpersonal skills including a proven ability to form positive, friendly and professional relationships with all stakeholders.
3. Confidence in using ICT.
4. Effective written and oral communication skills.
5. The capacity to manage own workloads to meet required needs and deadlines.
6. A strong work ethic and the capacity to work with limited supervision.
7. A willingness to support the MSC ethos.

The successful applicant must have a current ACT Working with Vulnerable People (WwVP) Card.