



ABN 47 194 169 847

Position Description:
First Aid Officer

8 Centreway Keilor East VIC **Head Office** 3033 Ph: 03 9365 1755
2 / 24 Lakeside Drive Burwood East VIC 3125 Ph: 03 9210 4999
607 Elizabeth Street Melbourne VIC 3000 Ph: 03 9321 5700

Email: alpha@alphaservices.com.au
Web: www.alphaservices.com.au

Classification:	First Aid Officer Level 2 & 3
Type of Employment:	Casual with at least three Month's experience in Community First Aid
Accountable and Responsible to:	Alpha Services Australia P/L Branch Manager / Recruitment / Case Manager
Key Working Relationships on site:	Event Manager Site Manager Team Leader The Public
Directly Reports to:	Event Manager Authorised facility personnel

Alpha Services Australia P/L:

Alpha Services is the parent company of Alpha Nursing and has further divisions in Education, Speciality Nursing, First Aid as well as a separate Mobile Dental service called Alpha Dental. Alpha Services focuses on achieving excellence in the provision of health based services to its clients, using independent professional practitioners, like you to cater for the replacement of unplanned shortfalls within any client facility.

Alpha Services Values:

Our core values of Integrity, Honesty and Value guide our business model, providing a range of complementary innovative services to a variety of clients. We are proud to have personnel within our various divisions who have both depth and diversity in their respective professional backgrounds.

Alpha Services Strategic Themes:

- **Clinical Services:** Alpha Services will align and develop our services to best meet the needs of our community,
- **Workforce:** Alpha Services will attract, develop and retain a high calibre and flexible professional workforce to deliver both clinical and support services,
- **Research and Education:** Alpha Services will promote learning and evidence-based practice to achieve excellence in service delivery.

Role Statement:

The First Aider is required to provide individual and appropriate quality care to the public, at specified events, ensuring that, in response to an incident requiring First Aid, the worker provides, to the best of their ability, first response professional emergency treatment encompassing the physical and emotional needs of the patient.

This role incorporates the following elements but is not limited to: Providing first aid to the community at various events. Always practise within their scope as a First Aider. Professional interaction / liaison within a team based environment & with the community, co-ordination of further emergency services as needed as well as accurate and timely documentation.

Duties and Responsibilities:

This role is responsible for the following outcomes:

On acceptance of our offer to work an available shift, as requested by our client, you are expected to;

- Provide high quality, culturally sensitive community care in partnership with Casualty, their significant others and other members within the First Aid / Event Management team,
- Assume responsibility for the direct first aid care in accordance with their scope of practise,
- Accept accountability for your own actions and seek assistance / guidance from senior staff where you feel you do not have the skill / knowledge to undertake a delegated task,



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- Recognise changes in the casualty's condition, take the necessary action (call '000' if necessary) and document the variation on the Casualty Report & Consent to Treat Form to ensure a thorough handover for Paramedics,
- Adhere to all aspects of confidentiality in regard to Casualty, significant others and staff as per the organisational policies and procedures,
- Check equipment and stock required for each shift and report the faulty equipment – feedback any issues to Alpha First Aid,
- Perform any other duties as reasonably requested / directed by the Event organiser and / or authorised Alpha First Aid staff,
- Commit to ongoing professional development and participate in annual clinical competency certification through a registered Training organisation (you must provide evidence of this) or Alpha's education centre including but not limited to annual components covering Basic First Aid, Minimal Lift and Infection Control.

Competencies:

- Must have a current First Aid Certificate (Minimum of Level 2),
- Must have CPR Update performed annually,
- Must be able to work well under pressure,
- Take command in chaotic situations,
- Use initiative,
- Have an enthusiasm for lifelong learning,
- Have experience in community and/or corporate First Aid
- Have good interpersonal communication skills;
 - To give full attention to what others are saying,
 - To instil motivation toward healthy goals,
 - To explain clear ideas and details,
 - To be sensitive to the needs of others,
- Have good organisational and time management skills,
- Ability to foster a cooperative work environment,
- Have effective verbal and written communication skills,
- Ability to maintain quality, safety, and/or infection control standards,
- Knowledge of legal and ethical standards for the delivery of First Aid care,
- Ability to work both independently and in a team environment,
- Ability to observe, assess and report changes in the Casualty's condition.

Registered Health Professional:

Even though First Aiders do not need to comply with registration requirements for a professional body, they do need to commit to ongoing professional development within this craft group so as to maintain competency in the provision of this service.

It is also a **key requirement** that each on-hire worker has a satisfactory outcome from a National Police Certificate. A Working with Children clearance is also required for all First Aiders as they may be required to attend to persons under the age of 18 who may not be supervised by another adult.

Risk Management:

It is a standard element of the role and responsibility of all Alpha First Aid workers that they fulfil a proactive role towards the management of risk in all their actions. This entails that a risk assessment is



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done on each location / venue, to familiarise oneself with the new / changed environment and make assessment of any known / new risks and have strategies in place so as to take appropriate actions as required. This includes familiarity with the layout of the venue including all facilities as well as the emergency response / evacuation plan should it be enforced. All incidents, near misses and hazards need to be reported to the appropriate person at the affected workplace.

Records Management:

As a delegated worker on behalf of Alpha First Aid, you are legally responsible for all records that you gather, create or use as part of your work.

You are responsible for ensuring that adequate and appropriate records are maintained *for* all first aid attendances and injuries on the Alpha First Aid Casualty Report & Consent to treat form.

Confidentiality:

All on-hire workers are required to maintain the confidentiality of the public and members of staff in accordance with Alpha First Aid and client policies.

Occupational Health and Safety:

All First Aiders have a statutory duty of care for their own personal safety and that of other co-workers, as well as the public, within the environment they work. All workers are required to cooperate with onsite management to enable the implementation of effective OH&S strategies, as defined within the policies and procedures, which safeguard everyone within the workplace / Venue.

I have read this Position Description and understand and agree with all its contents	
Employee's Name:	
Employee's Signature:	
Manager's Name:	
Manager's Signature:	
Date this document signed:	