



POSITION DESCRIPTION

Netball Victoria exists to improve people's lives.



Position Title:	First Aider										
Department:	Community	Reports to:	Performance Competitions Manager Competitions Coordinator - Parkville								
Classification	Volunteer	Direct Reports:	Nil								
Location/s:	State Netball Centre (SNC), Parkville.										
Employment Status:	Volunteer										
Salary Package	Dependent on competition session.										
Employment Conditions	<p>Parkville Netball Competitions are currently held on Monday, Tuesday, Thursday and Saturday.</p> <p>Competitions commence in January and finish in December, unless extenuating circumstances require this to be altered.</p> <p>Hours of engagement per day are as follows:</p> <table> <tr> <td>Monday</td> <td>6.15pm – 10.00pm</td> </tr> <tr> <td>Tuesday</td> <td>6.15pm – 10.45pm</td> </tr> <tr> <td>Thursday</td> <td>6.15pm – 10.00pm</td> </tr> <tr> <td>Saturday</td> <td>8.15am – 4.00pm (pending team registrations)</td> </tr> </table>			Monday	6.15pm – 10.00pm	Tuesday	6.15pm – 10.45pm	Thursday	6.15pm – 10.00pm	Saturday	8.15am – 4.00pm (pending team registrations)
Monday	6.15pm – 10.00pm										
Tuesday	6.15pm – 10.45pm										
Thursday	6.15pm – 10.00pm										
Saturday	8.15am – 4.00pm (pending team registrations)										
Environment	<p>Netball Victoria is a not-for-profit, member-based organisation which is governed by a volunteer Board of Directors. It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.</p> <p>Netball Victoria exists to improve people's lives. Our core values of: <i>'We empower each other'</i>, <i>'We strive to go beyond existing barriers'</i>, and <i>'We are leaders'</i> – inform who we are, both individually and collectively, and therefore how we take up our organisational roles.</p> <p>The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services, People & Capability, Stakeholder Relations and Product Development, Finance, and Community.</p>										
Commitment to Child Safety	<p>We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>Netball Victoria Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>										

Primary Purpose of Position
To assist persons by providing first aid facilities/treatment and ensuring that the building is safe for users whilst offering the highest possible standards of customer service.

Key Responsibilities	
Accountabilities	Overview of Tasks
Open & Close	<ul style="list-style-type: none"> • Collect the key from the Court Supervisor at the Tournament office. • Open First Aid Room. • Lock First Aid Room. • Return the key to the Court Supervisor at the Tournament office.
Administration	<ul style="list-style-type: none"> • Ensure that all reports regarding first aid incidents are completed. • Send Incident Form to the Competition Administrator. • Order First Aid equipment via email to the Competition Coordinator – Parkville.
Rules & Regulations	<ul style="list-style-type: none"> • To provide basic first aid, as required, to players and staff. • Ensure you are wearing gloves when giving any treatment. • Liaise and co-ordinate first aid incidents with the Competition Supervisor, Umpire Coaches and Court Supervisors. • Contact and liaise with SNC Venue Responder if ambulance service, and other emergency services when required. • To ensure that the first aid facilities are kept fully stocked and stock shortages reported. • To assist in maintaining a safe environment for persons using premises. • To co-ordinate the running, cleaning & provision of the First Aid room and its facilities. • Clean wheelchair and treatment table after all patients.
Contributing to Workplace Culture	<ul style="list-style-type: none"> • Be committed to, and always display behaviours consistent with Netball Victoria’s Identity anchors. • Be open minded and embracing of Netball Victoria employees, communities and stakeholders. • At all-time, contribute to a safe and healthy workplace • Embrace Learning and Development.

Qualifications, Experience, Skills & Values
Essential
<ul style="list-style-type: none"> • Level 2 First Aid qualification • Excellent communication skills. • Strong personal integrity. • Strong customer service skills. • Current Working with Children Check linked to Netball Victoria. • Ability to work independently. • Ability to meet deadlines and manage time effectively.
Desirable
<ul style="list-style-type: none"> • Good understanding of netball. • Some knowledge and/or experience working with individuals, groups or communities from an All Abilities, Multicultural or Indigenous background will be an advantage.