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<b>ROLE</b>	<b>First Aid Officer</b>
<b>Purpose</b>	The First Aid Officer is responsible for maintaining supplies and equipment for first aid and works with the Training Officer to support first aid training.
<b>Responsible to</b>	Club Captain
<b>Time Commitment</b>	Approx 2 hours per week (may increase at times due to seasonal demand)
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>● Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)</li><li>● Purchase and receive delivery of supplies when needed</li><li>● Monitor adherence to cleaning and hygiene requirements of First Aid Room</li><li>● Monitor equipment quality and expiry details of supplies (i.e. AED Pads)</li><li>● Ensure training manikins are in good working order + have suitable hygiene supplies</li><li>● Liaise with other key office holders, including the Club Captain, Chief Training Officer, Youth and Member Development Officer, and Gear and Equipment Officer</li><li>● Submit reports to the Club Executive Committee</li></ul>
<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"><li>● Nationally-recognised First Aid Certificate (current)</li><li>● Patrolling experience (preferred)</li><li>● Proactive communication and planning</li><li>● Aware of Occupational Health &amp; Safety policy</li><li>● Maintain confidentiality on relevant matters</li><li>● Communicate effectively and possess good interpersonal skills</li><li>● Friendly, positive and enthusiastic</li><li>● Well-organised</li><li>● Must be a financial member of the Club</li><li>● Candidates must also be the holder of a current Blue Card</li></ul>