



## JOB AND PERSON SPECIFICATION

<b>Position Title:</b>	St John First Aid in Schools Program Volunteer
<b>Reports Directly to:</b>	St John First Aid in Schools Program Coordinator
<b>Responsible for:</b>	
<b>Member of:</b>	Programs & Community Engagement

### About St John

St John is a charity in the South Australian community working for the Service of Humanity. Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations. Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

The St John First Aid in Schools Program is a program designed to deliver free First Aid training to schools.

St John Program Volunteers will visit schools throughout Adelaide and empower students with First Aid skills so they are ready to save a life in the event of an emergency.

The program has four (4) modules across primary and secondary schools. The First Aid learning is age-appropriate and integrates with the South Australian Curriculum, Standards and Accountability Framework (SACSA) which is the curriculum used in government schools for reception to Year 10.

### Purpose of the Position

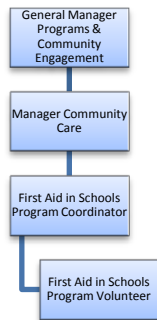
The St John First Aid in Schools Program Volunteer provides training to students ranging in age from Reception to Year 8.

### Key Responsibilities

The Program Volunteer will:

- work in partnership with St John to enable the achievement of training goals
- maintain regular contact with the Program Coordinator – First Aid in Schools
- Ensure a safe and healthy environment through compliance with WH&S legislation
- Abide and adhere to St John policies and procedures
- provide the Program Coordinator with expense / travel claims when required
- ensure class rolls are correct and up to date for data entry purposes
- advise the Program Coordinator of any changes affecting your ability to volunteer or meet scheduled training commitments
- carry out other tasks or duties as agreed with the Program Coordinator
- attendance at volunteer meetings and training where possible

## Organisational Relationships



## Core Competencies, Skills and Experience

<b>Training:</b>	<ul style="list-style-type: none"> <li>• Ability to provide training to students of various ages</li> <li>• Ability to work with small to medium groups of students</li> </ul>
<b>Interpersonal:</b>	<ul style="list-style-type: none"> <li>• Ability to manage one's own time, set priorities, plan and organise work</li> <li>• Demonstrated ability to work independently or as part of a team of Volunteers</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• Ability to communicate and interact effectively with people from a variety of backgrounds and ethnic origins</li> <li>• Ability to communicate and interact with people with difficult behaviours or disabilities</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Maintain current Apply First Aid Certificate</li> <li>• Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring OH&amp;S issues and requirements to the Program Coordinator</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Highly motivated and enthusiastic</li> <li>• Caring, ethical and tactful</li> <li>• Demonstrated commitment to St John Ambulance Australia SA Inc</li> <li>• Understanding and adherence to St Johns Privacy and Confidentiality policies</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of training concepts</li> <li>• Knowledge of First Aid</li> <li>• Understanding of issues affecting students living with disabilities</li> <li>• Basic clerical skills</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• The incumbent must hold a current National Police Certificate (NPC) no older than 3 months old, prior to commencement of volunteering with St John</li> <li>• Will be required to undertake Child Safe Environments (formerly Mandated Notification) training.</li> <li>• Current Drivers Licence (desirable)</li> <li>• Two (2) current referees is essential</li> </ul>

### **Volunteers aged under 18 years**

St John Ambulance Australia places the highest priority on its responsibility to ensure that the children for whom it has a duty of care are protected against people and events that may cause them harm. Therefore it is a requirement of the program that volunteers under 18 years of age have permission to volunteer. A parent / guardian must be responsible for the supervision of the under 18 volunteer while conducting their volunteer activity. As such a parent/guardian will be required to become a volunteer with the program.

### **J&PS Review and Acceptance**

<b>Program Volunteer</b>	Name: Signature: Date:
<b>Program Coordinator</b>	Name: Signature: Date: