

WARRNAMBOOL COLLEGE

POSITION DESCRIPTION

POSITION TITLE:	Education Support – Triage / First Aide
DEPARTMENT:	Administration
CLASSIFICATION LEVEL:	1 - 2
TIME FRACTION:	1.0 (38 hours/week) – set work pattern roster
SUPERANNUATION:	9.5% employer superannuation contributions
EMPLOYMENT TYPE:	Ongoing,
LOCATION:	Warrnambool College

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Triage/First Aide position fulfils an important public relations and customer service function by being one of the first points of contact that the public may have with the College through the Wellbeing Centre & Sick Bay centers.

It is expected this position will be competent in the provision of up to date and relevant information. It is important this position operates in a consistent, professional, courteous, efficient manner at all times.

The provision of accurate information is important as it projects a professional image which is the aim of Warrnambool College at all times.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

The role of the Triage worker is to carry out an initial intake and assessment of students, manage student's appointments within the school wellbeing team and refer to external services in consultation with the Wellbeing team. The team consists of school counsellors, chaplain, a nurse and external services operating within the school environment. The role serves as a crucial element in responding and facilitating access for students to the services they require in a timely way.

The position is required to work cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College

REPORTS TO

This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Business Manager and the Student Wellbeing Team

The Triage/First Aide position is part of the Welfare Team, whose responsibility is to work co-operatively as part of the team, ensuring a productive, efficient workplace.

CLASSIFICATION CONTEXT AND TASK LEVEL

- Co-ordinate, organise and determine work priorities within a work area
 - Ensure the efficient operation of a work area
 - Obtain cooperation amongst staff within the work area and supervise the performance of tasks
 - Communicate and liaise with school staff to foster cooperation
 - Coordinate the preparation of routine school communication
 - Ensure confidentiality of records is maintained
 - Manipulate data/information and prepare documentation/basic reports
 - Responsible for modifying work practices and procedures within the work area to meet routine operational requirements e.g. coordinating the day to operations of the Wellbeing & Sick Bay areas
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PERSONAL REQUIREMENTS

- Basic understanding of issues relevant to students such as mental health factors, family dynamics, education system, bullying, drug & alcohol issues and health.
- Ability to actively engage young people.
- Highly developed communication skills.
- Self-motivated and enthusiastic.
- Ability to use a desktop computer.
- Current Working with Children Check.
- Current driving license.
- First Aid Level 2 required

TYPICAL FUNCTIONS

Triage

- Undertake initial needs identification for students
- Attend weekly meeting for Wellbeing group
- Manage and prioritise student appointments with the members of the Wellbeing team.
- Work collaboratively as part of the Wellbeing Team
- Facilitate access for students to the services they require in a timely way.
- Provide information to students about issues and options relevant to their social and health wellbeing.
- Liaise with the Wellbeing Team, Education staff and external services around student needs.
- Assess student eligibility and potential need for external services
- Food Share Orders to be processed each week and stored in fridge/freezers as required
- Shopping from Coles as required.
- Supervise students who come to Wellbeing for food

Sick Bay

- Provide, maintain and support students through sick bay
- Record all students attendance to sick bay in the sick bay book and on CASES21
- Comply with the College's policies and procedures
- Update policies as required
- Assist manage immunisation process
- Order and monitor sick bay stock
- Ensure first aide bags are stocked and checked, continuously being replenished with supplies as per policy
- Ensure wall charts are up to date for students with serious medical conditions and update yearly. Notify staff of students with serious conditions.
- Provide support on school sports days by transporting all first aid requirements such as epi pens, asthma and diabetic needs and urgent student medication.

Administrative

- Oversee Programs Standing Tall, Wise Choices, Path of Life on Compass and mark rolls as needed. Liaise with Program organizers
- Designated Detention recording and monitoring
- Liaise with BM to undertake relevant staff professional development and training.
- Undertake other duties relevant to the field of responsibility as requested by the Business Manager or Principal
 - Comply with the College's policies and procedures
 - Maintain a healthy and safe working environment.
 - Ensure the Office Core Values of professionalism, efficiency, cheerfulness, reliability, politeness and teamwork are implemented, followed and supported at all times.

This position description describes in general terms the normal duties which the Triage/First Aide officer is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.
