

POSITION DESCRIPTION – TEAM MEMBER

Position Title	First Aid and Mental Health Trainer	Department	Engagement & Support First Aid & Mental Health
Location	Flexible	Direct/Indirect Reports	0
Reports to	Regional Area Lead	Date Revised	Dec 2020
Industrial Instrument	Educational Services (Post-Secondary Education Award) 2020		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0028128

■ Position Summary

The Trainer is responsible for ensuring the delivery and assessment of first aid and mental health first aid courses on behalf of Red Cross First Aid and Mental Health.

■ Position Responsibilities

Key Responsibilities

- Deliver Training using only Red Cross First Aid and Mental Health endorsed course materials and Mental Health First Aid Australia endorsed course materials
- Maintain accurate client records using Red Cross First Aid and Mental Health Policies and Procedures
- Maintain accurate client records using Mental Health First Aid Australia Policies and Procedures
- Liaise with Red Cross staff regarding administration and delivery requirements
- Ensure training and all relevant resources are set up and delivered to a professional standard, meeting WHS and Red Cross Standards
- Maintain currency of knowledge in the industry
- Actively participate in continuing professional development
- Maintain a professional image at all times
- Conserve and maintain all issued equipment & resources
- Support learners / students in their learning and identify additional learning needs during the delivery of training
- Ensure participants are fully informed of their organisational rights and responsibilities and the relevant policies and procedures of Red Cross

■ Position Selection Criteria

Technical Competencies

- Prior experience in delivering the specified accredited unit/s or course/s to a variety of clientele across a range of industries
- Demonstrated current (within last two years) industry experience in the provision of first aid
- Adept at using full Microsoft suite of programs including internet-based applications
- High level of verbal and written communication and ability to communicate effectively with a wide range of people

- Demonstrated understanding of ASQA compliance requirements
- Excellent oral and written communication skills
- High level attention to detail
- Good time management

Qualifications/Licenses

- TAE40116 Certificate IV in Training and Assessment
- Current accreditation as a Mental Health First Aid Instructor
- First aid units of competency (up to HLTAID006 Provide Advanced First Aid or higher is desirable)
- Current State/Territory Drivers' License
- Qualifications/experience in related industries i.e. VET/Tertiary/health/mental health
- Current Working With Children Card

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.