|  |  |
| --- | --- |
| **POSITION** | Health Centre Coordinator |
| **RESPONSIBLE TO** | Deputy Principal Wellbeing and Strategy |
| **CLASSIFICATION** | Education Support Employee – Category C |
| **EMPLOYMENT TERMS** | * Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) * Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience |
| **PREPARED BY** | Principal  Deputy Principal Wellbeing and Strategy |
| **ISSUE: 03** | **DATE:** November 2022 |

All staff members of Siena College are expected to support and promote the College’s mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

The Health Centre Coordinator is a member of the College Wellbeing Team. The Health Centre Coordinator operates within the Mission and ethos of the College to support the health and wellbeing of members of the College community.

The primary responsibility of the Health Centre Coordinator is the health care of students including the provision of first aid to students, the administration of confidential medical records and the maintenance of the Centre and first aid supplies. As a member of a highly professional team, the Health Centre Coordinator works collaboratively to ensure that Siena College is a safe and supportive environment.

Occasional attendance after hours may be required to attend meetings or events.

1. **Provision of Health Care/First Aid**
   1. Provide first aid/medical assistance to unwell or injured students appropriate to their needs and the situation
   2. Provide support and assistance to students with chronic conditions such as diabetes, allergies and asthma, as outlined in individual medical management plans
   3. Administer medication to students as authorised or as communicated by parents or guardians, according to College policy and procedures
   4. Be on call for first aid assistance throughout the school day
   5. Liaise and communicate with parents or guardians about the health needs of students according to College policy and in consultation with the Deputy Principal Wellbeing & Strategy
   6. Liaise and communicate with Heads of Student Wellbeing and College Counsellors about the health needs of students according to College policy and in consultation with the Deputy Principal Wellbeing & Strategy
   7. Attend College events/activities such as the Athletics/Swimming Carnival as requested, to provide first aid/medical support
2. **Camps, Excursions and College Events** 
   1. Review and collate all medical records required by teaching staff for excursions, camps, overseas trips and College activities
   2. Advise/brief relevant staff prior to the event re students with special medical/health requirements
   3. Prepare student medication and first aid kits prior to the event as required by staff
3. **Health Centre Records**
   1. Accurately enter, maintain and secure confidential student medical records on relevant data bases
   2. Maintain a comprehensive and detailed register of all student attendance at the Medical Centre on Synergetic or similar data based system, including reasons for attending the Centre, treatment administered and any communication entered into
   3. Produce reports of students’ attendance at the Health Centre as required
   4. Produce and update student medical alert folders on a regular basis or as required
   5. Maintain an Autoinjector Register, record expiry date and alert parents or guardians as required
   6. Ensure that all staff members receive up-to date information about students with particular/serious/chronic health issues as directed by the Deputy Principal Wellbeing & Strategy
   7. Complete all relevant documentation with regard to reporting of incidents according Worksafe and CECV mandatory guidelines
4. **Management of Health Centre and medical equipment**
   1. Manage the Health Centre by ensuring that it is appropriately equipped, cleaned and staffed during normal school hours
   2. Ensure appropriate disposal of biological waste and used equipment
   3. Maintain Health Centre and College medical equipment and first aid kits
   4. Order medication and medical supplies as required within budget
   5. Ensure that adequate and current first aid kits are located strategically within the College and that kits are made available for off-campus activities
   6. Oversee regular servicing/testing of medical equipment such as the College Defibrillators as required
5. **Professional Practice**
   1. Meet regularly with the Deputy Principal Wellbeing and Strategy and College Counsellors
   2. Develop an Annual Action Plan in consultation with the Deputy Principal Wellbeing & Strategy
   3. Adhere to confidentiality and privacy processes, consistent with CECV/CEM policies, and school policies and protocols
   4. In collaboration with the Deputy Principal Wellbeing and Strategy, ensure legislated Health Policies are implemented e.g. Anaphylaxis
   5. Be a member of the College Wellbeing Team and attend meetings as required
   6. Be a member of the College OH&S Committee and attend meetings as required
   7. Be a member of the College Risk Management Group and attend meetings as required
   8. Report to the OH&S Committee any student or workplace practice or facility that is considered to be unsafe or of potential danger
   9. Attend regular training programs and access professional learning to ensure qualifications, skills and College practices are up to date
   10. Participate in annual performance reviews
6. **Other Duties**
   1. Maintain an up to date list of staff members who hold a current First Aid certificate and advise the Risk and Compliance Manager of staff needing to update the currency of their certification
   2. Arrange or deliver Asthma and Anaphylaxis Management training for staff as approved by the Deputy Principal Wellbeing & Strategy and arranged by the Risk and Compliance Manager
   3. Support the ethos of the College by participating in the Dominican Education Enrichment Program
   4. Relieve Student Reception staff as required
   5. Any other duties as assigned by the Principal
7. **General accountabilities for all Staff**
   1. Demonstrate duty of care to students in relation to their wellbeing
   2. Be well informed and comply with the College’s obligations in relation to Child Safe Standards and processes for reporting suspected abuse
   3. Adhere to the College’s professional dress code for staff
   4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
   5. Demonstrate professional and collegial relationships with colleagues
   6. Commit to and actively support the College’s agenda for continuous improvement through participation in school improvement planning as required
   7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
   8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
   9. Be familiar with and comply with all College policies and procedures
8. **Knowledge, Experience, Skills, Work Management**
   1. Minimum of a current First Aid Certification Level IV
   2. Sound working knowledge of Synergetic or similar data based system and Microsoft Office Suite
   3. Ability to respond calmly and professionally in emergency situations
   4. Proven communication and interpersonal skills and an ability to work within a team
   5. Capacity to be flexible and to operate effectively in a changing environment
   6. Previous work in an educational setting would be advantageous but not essential
   7. Commitment to the ethos of Siena College and the values of Catholic education
   8. Working With Children Check for Victoria and National Police Record Check required