



NEW ZEALAND  
**RED CROSS**  
RIPEKA WHERO AOTEAROA

<b>POSITION TITLE:</b>	First Aid Instructor (Levels 1 to 3)
<b>LOCATION:</b>	Various
<b>RESPONSIBLE TO:</b>	Training Co-ordinator
<b>FUNCTIONAL RELATIONSHIPS:</b>	Training Co-ordinator Training Manager NZRC Staff Course Participants

#### **POSITION SUMMARY:**

Reporting to a Training Coordinator, First Aid Instructors are responsible for delivering New Zealand Red Cross (NZRC) First Aid and associated courses. They are expected to instruct courses to the required standards as detailed in policies, standards, guidelines and directives issued and/or approved by the Training Manager/NZRC National office and they are to promote the sale of NZRC First Aid kits and associated products.

#### **KEY RESPONSIBILITY AREAS:**

NZRC First Aid Instructors should:

- Be familiar with all course materials and know how to use them effectively.
- Plan, co-ordinate and manage the conduct of allocated courses.
- Inform participants of evaluation procedures and course qualification requirements as the beginning of the course.
- Create a non-threatening environment conducive to participants' achievement of the course objectives.
- Adapt teaching approaches to any industry requirements, experience and ability of the participants without altering required standards.
- Be prepared to answer participants' questions or know where to find the answers.
- Provide for the health and safety of participants, always ensuring that:

- Tutorial equipment is maintained to a high standard with a particular emphasis on ensuring that manikins are hygienically cleaned According to recommendations in the NZ National BLS Standards.
- Participants are aware of all health precautions and guidelines concerning the transmission of infectious diseases.
- Participants know they should consult you if they have concerns about their physical ability to perform any First Aid skill.
- The training environment is free of hazards and participants are briefed on how to react should a hazardous situation occur.
- Be proficient at and able to demonstrate all skills taught.
- Supervise participants while they are practicing skills.
- Provide participants with constructive feedback as they learn.
- Evaluate participants' skills performance.
- Identify participants who are having difficulty with the course and develop effective strategies for raising their competence.
- Be familiar with history, structures, programmes and activities of New Zealand Red Cross and the Red Cross Movement in general.
- Promote individual and community Disaster Preparedness awareness and measures during the duration of the course.
- Provide a positive example by not smoking or displaying other unhealthy habits while working with participants.
- To pay over to Red Cross as soon as is practical after a course (but no later than four days), income from fees or sales received direct from participants.

### Health & Safety

- Ensure that participants are informed of Health & Safety requirements and hazards for the training area e.g. emergency exits, what to do in case of emergency etc.
- Ensure the prompt and accurate reporting and recording of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance, and reported according to the hazard management process.

Note: The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of New Zealand Red Cross.

It is inherent in all areas of Red Cross work that staff are required to apply and uphold the Principles of Red Cross Red Crescent.

### Instructor Levels and Progression

All first aid Instructors will be employed at a grade appropriate to the level at which they are requested to teach and/or assess courses.

(a) Level 1 Instructor (under training):

This is a probationary period where a new instructor is engaged for employment and under training and is a probationary period. The Instructor is not certified to teach alone, but will be engaged in a training programme in preparation for progression to Level 2.

(b) Level 2 Instructor:

The instructor will have completed the probationary period (Level 1) and achieved:

- Unit Standards 14470-14473 (PHEC)
- Unit Standards 4098 (Use Standards to Assess)
- Achieved CRPL2 and maintain certification annually
- Instruct for 32 hours (minimum) under supervision
- Complete all assessments
- Complete peer review
- Achieve New Zealand Red Cross Instructor certification and pass annual recertification

A Level 2 Instructor is approved to instruct on New Zealand Red Cross training courses at CORE 2 level and assess participants against Unit Standards 6402, 6401 (or 26551 & 26552) and 6400, and such additional courses and Unit Standards that may be approved from time to time within CORE 2 Levels.

(c) Level 3 Instructor:

Progression to Level 3 is by approval of the National Education and Training Manager on the recommendation of the Training Manager. The Instructor will have achieved:

- PHEC / CORE 3 Instructor qualifications
- Be approved for Instructor training and assessment
- Complete internal moderation
- Have been employed by New Zealand Red Cross for a minimum of 12 months.
- Achieve New Zealand Red Cross Instructor certification and pass annual recertification

A Level 3 Instructor is approved to instruct on New Zealand Red Cross training Courses to CORE 3 level and assess against participants against Unit Standards 14470-14473 and such additional courses and Unit Standards that may be approved from time to time within CORE 3 Levels.

## PERSON SPECIFICATION:

### Qualifications:

- A Certificate in Adult Education or relevant experience is an advantage

### Experience/Competencies

The appointee would be able to demonstrate:

- An understanding of how government, non-government and volunteer organisations function.
- Proof of work experience in training, education or other related fields.
- A background in First Aid or strong experience in the health sector.
- An understanding of the Red Cross Movement and NZQA and Health and Safety concepts
- A well organised approach to training.
- Effective communication skills, these are essential. Other language skills would be beneficial.
- A respect for other cultures and backgrounds
- A proven ability to work with people at all levels of an organisation as well as work independently.
- The ability to motivate and help others and be a stable, mature, reliable and logical team worker with a commitment to training.
- That they are physically capable to instruct first aid courses
- The ability to provide training to NZRC National Standards.
- Empathy with humanitarian causes
- Enthusiasm and commitment to work as a team member of Red Cross.

A commitment to the Fundamental Principle of the International Red Cross Movement is imperative.

### Travel

The appointee must be able to travel.

### Driver's Licence

A current motor vehicle driver's licence is essential.

### APPROVED:

Authorised signature:	
Name:	Tony Paine
Position:	Secretary General
Date:	1 July 2011