



Health and Welfare Officer

15th New Zealand Venture

January 2023



Reports to	Contingent Leader
Team	Contingent Management Team

Why does my role exist?

The Health and Welfare Officer (HWO) role exists to manage the Australian efforts for protecting the safety of all Contingent members.

The HWO coordinates the allocation of resources to manage First Aid Incidents, Hospitalisation, Mental Health Needs and Personal Wellbeing. The HWO will also manage the implementation of Public Health Orders, infection mitigation strategies and all necessary sanitation requirements.

The HWO is supported with a small team of volunteers to deliver their responsibilities.

Where do I fit in?

As the Health and Welfare Officer, you will report directly to the Contingent Leader.

How much time is required?

You will be required to commit a significant amount of time for this role. You should anticipate approximately 5-10+ hours per week.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution taking into account their work and study requirements. They should be available during the lead up to and the full duration of the event including pre and post tours. This is a volunteer position.



What does the role involve?

My Key Responsibilities

The Key Activities I Will Perform

Manage Health and Welfare

- Monitor and maintain the welfare of the participants
- Coordinate treatment and care of any first aid issues, not able to be managed in the troop.
- Escalate first aid issues as required
- Ensure maintenance of records of treatment and consultations provided during the event, including 3rd party treatments
- Prepare, review and update medical records prior to the event, including gaining additional information from parents/guardians as required
- Coordinate support for members with special needs or special diets
- Communicate any Health or Welfare issues to the Contingent Executive

Manage Teams and Team Meetings

- Work with your team in resolving issues and escalate to the Executive as required.
- Participate in the Contingent processes.
- Develop and maintain a thorough understanding of each area under your control.



What skills do I need for this position?

Essential

- Demonstrated ability in Health and Welfare, either professionally or at past Scouting events
- Ability to communicate with youth, leaders and parents
- High attention to detail
- Ability to lead a small team
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Capable of working to tight and evolving deadlines

Desirable

- A background in medical services, youth mental health or similar
- Experience with international travel is highly regarded

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Perceived as humble and down to earth
- Aspire to make the Australian Contingent youth-led
- Love problem-solving and are passionate about learning and stretching yourself
- Have fantastic attention to detail and excellent communication skills

Interpersonal Skills

- Ability to build relationships and trust within the Contingent Management Team and with Youth Members.

