

Position description

Position title:	Pool Assistant	Date:	August 2021
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 3	Salary:	Award rate with relevant penalties
Reports to:	Pool Coordinator	Dept:	Operations
Approved by:	Chief Executive Officer	Supervises:	Nil

Primary Purpose of the Position

The purpose of the position is to provide support to the Pool Coordinator in ensuring the safety of all pool users and adherence to all regulatory requirements.

Reporting relationships

The Pool Assistant reports directly to the Pool Coordinator.

Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

Operations

- Undertake supervision, rescues and emergency interventions in accordance with WYDAC's adopted policies and procedures
- Maintain and ensure safety in the aquatic environment at all times
- Ensure accurate recording and reporting of all accidents, incidents and customer complaints
- Assist in cleaning the facility including:
 - Picking up loose rubbish
 - Assist in cleaning the pool deck, change rooms and toilet facilities
 - Undertake facility housekeeping duties as required

- Actively encourage and promote water play/games
- Ensure the behaviour of all patrons is conducive to the provision of a safe and enjoyable leisure experience.
- Ability to request patrons to leave the facility if they continually act in an inappropriate or dangerous manner.
- Practice and promote Equal Opportunity, Anti - Harassment and Anti Bullying principles by treating people fairly and equitably without discrimination, harassment or bullying.
- To perform any other duties as requested by the Pool Supervisor

Customer Service

- Ensure a pleasant and welcoming reception to all users of the facility
- Deal with requests for information over the phone and in person
- Monitor attendance of school children as per the 'Yes school, yes pool' policy
- Facilitate swimming and water-safety training for users

Occupational Health & Safety

- To observe all safe working practices as outlines in WYDAC policies and procedures
- Report all accidents, incidents and hazardous situations arising in the course of your work
- Adhere to all recommendations of RLSSA report Aquatic Facility Safety Assessment: Safety Improvement Plan, April 2021 are implemented.

Key job competencies

Qualifications, knowledge and skills and experience

Essential criteria

- Current RLSSA Bronze Medallion and Pool Life Guard Certificate
- Current St John's Senior First Aid qualification
- Knowledge of Workplace Health and Safety
- Knowledge and understanding of Aboriginal and Torres Strait Islander communities and cultures and an understanding of the health issues affecting Aboriginal & Torres Strait Islander people.
- Possession of a current 'C' Class Manual Driver's License and must be able to drive a manual 4WD (mandatory)
- Ochre Card – Working with Children Check NT (or ability to obtain)
- Ability to undertake overnight travel to Warlpiri communities (mandatory)
- Eligibility to work in Australia (mandatory)

Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

Desirable criteria

- Experience working in remote locations.

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.