Graduate Student Ambulance Officer Program

ST JOHN AMBULANCE WA INFORMATION PACK
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Introduction

It takes a special person to become a St John Ambulance Paramedic. They are courageous, caring, confident and patient. They put themselves on the front-line of pre-hospital medical care every day, making life changing decisions.

If you wish to be kept informed of any upcoming recruitment drives and information sessions regarding this exciting opportunity please register your interest in the role via our website stjohnchangelives.com.au. This will ensure you are sent emails with any important information.

In reading this information pack, you are taking an important first step towards a highly rewarding career. You will find all the information about this exciting role right here.

Please read on to discover what’s involved and how best to apply for the Graduate Student Ambulance Officer Program. In this pack you will find information regarding the recruitment process, education and training requirements and the fantastic employment conditions on offer as a St John Ambulance WA (St John) employee.

A Snapshot of our Organisation

St John is the leading provider of pre-hospital care in Western Australia. As a private, not for profit organisation, we are contracted by the State Government to supply ambulance services to the state of WA. Each year we transport more than 250,000 patients across both metropolitan and regional locations.

St John is also the largest First Aid Training organisation in Australia – training in excess of 200,000 students each year – we also provide medical personnel and equipment to mining organisations across WA. For more information, visit www.stjohnambulance.com.au

The Role of a St John Ambulance Paramedic

The role of a St John Ambulance Paramedic can be extremely challenging at times but it is also a very rewarding and fulfilling career.

St John Ambulance Paramedics respond promptly and efficiently to all ambulance calls, provide pre-hospital ambulance care for the sick and injured and transport patients to and from medical facilities – while constantly monitoring the patients’ condition at all times.

To be successful, as a Student Ambulance Officer you will be required to demonstrate the following traits:

- Self-confidence
- The ability to work effectively in a team environment
- Good written and oral communication skills
- A strong emotional resilience
- The ability to remain calm in challenging situations while making critical decisions
- Dedication to maintaining procedures and the ability to adhere to strict set standards and guidelines
- A strong cognitive ability
How to join the Graduate Student Ambulance Officer Program

Candidates seeking to apply for a place within the Graduate Student Ambulance Officer Program must have completed a paramedical health science degree.

To be eligible to apply for a Student Ambulance Officer position you will need to be an Australian Citizen or be a Permanent Resident of Australia who is eligible for full time, on-going employment.

To be considered for a place in the Graduate Student Ambulance Officer Program you must also:

- Demonstrate at least three years work, study or travel experience after finishing school, or demonstrate the maturity required of an Ambulance Officer.
- Complete the medical and fitness assessment, this assessment is designed specifically to assess your physical ability to fulfil the requirements of the role.
- Complete psychometric testing including personality and cognitive assessments.
- Possess a current HLTAID003 Provide First Aid Certificate. If the certificate is older than 12 months you will be required to obtain a Basic Resuscitation Certificate.
- Possess, as a minimum, a current no restrictions WA ‘C’ or ‘CA’ Class Driver’s Licence and have a good driving history. Probationary driver’s will not be considered. A loss of licence, any serious traffic convictions in the last four years, or an accumulation of more than six demerit points will result in an unsuccessful application.
- Demonstrate a clear criminal record; A National Police Clearance including a traffic convictions and infringements report will need to be provided as part of the recruitment process.
The Recruitment Process

The recruitment process is designed to assess and identify the most suitable candidate for the Graduate Student Ambulance Officer Program. The recruitment process assesses many areas including personality and behaviours, skills assessment and general capacity to fulfil the duties of the role.

The Application Process

When the application process commences an ‘Apply Now’ link will become available on the stjohnchangelives.com.au website. It is important to note that the application process is thorough and can take some time. Interstate and country applicants should be aware that all assessments are conducted in Perth and attendance is a requirement.

You will be required to complete an online application form including questionnaires and attach the following documents:

Cover Letter

Your cover letter should include a statement expressing your motivations in applying for the role and demonstrate why you believe you are suitable for this position. You may wish to make additional comments about the personality traits you possess and some of your achievements that align well with the duties of a Paramedic. You should also provide your personal and contact details.

Resume

Your resume should include your personal details, working history, academic qualifications, the contact details of two professional referees and any other achievements you feel are relevant to the role.

You will need to include the following as attachments with your application –

- A front and back copy of your current no restrictions ‘C’ or ‘CA’ class drivers licence.
- Paramedicine Degree: Provide a copy of your completed Paramedicine degree and academic transcript.

Please be aware that by submitting copies of your driver’s licence you are consenting to online demerit point checks.
Assessment Centre
The Assessment Centre is designed to give you the opportunity to demonstrate personality traits such as aptitude, your communication and team work skills. The Assessment Centre does not include the testing of knowledge or technical skills.
This group based assessment consists of team activities and is facilitated by an assessment panel.

Psychometric Testing
We use psychometric testing to identify your personality traits, values, abilities and motivations.

Interview
We use a behavioural based interviewing technique, this means we are looking at your past experiences and how they may benefit you whilst conducting the duties required of an Ambulance Officer.
If you are invited to interview you must bring with you the following information:
- A current Provide First Aid Certificate, if this certificate is older than twelve months you will need to provide evidence of completion or a booking confirmation to sit the Basic Resuscitation Certificate.
To obtain a Provide First Aid certificate please visit www.stjohnambulance.com.au or call 08 9334 1233 to schedule training to complete the required certificate.
- A National Police Clearance including Convictions Report which can be obtained from your local Post Office (100 points of ID required) or online via www.police.wa.gov.au. National Police Clearance are to be no older than three months at time of submission.*
- Traffic Infringements Report obtained from your local police station.
- Proof of Permanent Working Rights in Australia – You must provide proof of Australian Citizenship or Australian Permanent Residency Status with eligibility for on-going employment in Australia.
- Current unrestricted ‘C’ or ‘CA’ driver’s licence – Please ensure you provide ‘front’ and ‘back’ certified scanned copies of your current unrestricted driver’s licence.
- Paramedicine Degree
- Academic Transcript
- Letter from the university stating that you have completed your Paramedicine degree

You will be required to bring original documentation to your interview, which the interviewer will then photocopy.

Functional Capacity and Medical Assessment
The Functional Capacity and Medical Assessment is designed to assess your physical capability to undertake the requirements of the role. Work as an Ambulance Officer requires a good level of physical fitness.
Training and Development

Successful applicants will need to obtain a Light Rigid driver’s licence prior to commencing year one.

The education and training program is outlined below:

**Year One**
All students will commence ‘Induction School’. On successful completion of the Induction School students will commence on road duties as an Ambulance Officer in the metropolitan area, working with a Paramedic mentor and continue to have support from the College of Pre Hospital Care.

**Year Two**
Upon commencement of the second year of the program, students work full-time with a Paramedic. Year two includes a full-time study block in the College of Pre Hospital Care.

**Year Three**
In the third year students continue working full-time with a Paramedic. Year three includes a full-time study block in the College of Pre Hospital Care, which must be completed prior to attaining the level of Ambulance Paramedic. Students must successfully complete all practical studies and academic requirements in order to be promoted to Paramedic.
Remuneration, Workplace and Benefits

Salary

Please see the table below for a pay scale commencing from the first year of paid employment:

1.6% increase effective from 1 July 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Rate Weekly</th>
<th>Hourly Rate</th>
<th>Shift Allowance Weekly</th>
<th>Shift Penalty Weekly</th>
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<th>Total Annually</th>
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<td>$1,004.81</td>
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<td></td>
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<td>Station Manager Gd 3**</td>
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<td>$514.05</td>
<td>$42.40</td>
<td>$2,167.51</td>
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Roster
Officers and Paramedics generally work a 2/2/4 roster which includes 2 days, 2 nights and 4 days off on a rotation basis. Day shifts are 11 hours and night shifts are 13 hours. Once you are a Student Officer, Operations, working on road you will be allocated a roster and a depot within the metropolitan area on a rotational basis.

Career Development
There are many opportunities within St John to gain experience in different areas of the organisation. Paramedics may be eligible to apply for the following roles within the organisation:
- Station Manager
- On-road tutoring/secondments
- Clinical Support Paramedic
- Critical Care Paramedic
- Industrial Health Services
- Area Manager
- Operational Manager

Probation
A probationary period of six months applies to Student Ambulance Officers upon commencement of employment with the organisation.

Uniforms
Your uniform will be provided by St John, it is designed to reflect the professional image of the organisation, whilst being functional and comfortable.

Salary Packaging
Employees of St John are entitled to certain salary packaging benefits. This enables employees to salary package expenses from their pre-tax salary up to a predetermined limit each year. A Maxxia representative will attend the induction to explain the benefits.

Health and Wellbeing Allowance
As an incentive to employees to engage in health and fitness St John will reimburse employees for the hire of fitness equipment and/or memberships to gyms or fitness programs.

Free Ambulance Cover
All employees of St John and their dependent family members will have access to free ambulance cover.

The information contained within this document is correct at the time of publication. Please note that entry, prerequisites and conditions of employment may change without notice.

Important Contact Information
- (St John)
  www.stjohnchangelives.com.au
- (St John Careers Team)
  careers@stjohnambulance.com.au or 1800 086 751