

PIMS CODE: 10531892

Emergency Trauma Medic

Peleliu and Koror, Palau

This assignment is part of the Australian Volunteers for International Development program, an Australian Government, AusAID initiative.

AVI has negotiated this assignment in good faith with the Host Organisation, and the information contained was correct at the time of acceptance of the request for an Australian Volunteer. However, while AVI takes responsibility for matters under our direct control, all assignments and arrangements are subject to change due to the inherent low levels of predictability in developing country environments. This assignment may be amended or withdrawn to reflect changes in circumstances.

HOST ORGANISATION DETAILS

ORGANISATION:	Cleared Ground Demining
WEB ADDRESS:	www.clearedground.org

ORGANISATION PURPOSE, HISTORY AND ACTIVITIES

ORGANISATIONAL CONTEXT:	Cleared Ground Demining (CGD) targets communities affected by landmines, unexploded ordnance and other remnants of war in countries with forgotten conflicts, including Palau. Palau was home to fierce battles during World War II, and thousands of unexploded ordnances remain strewn across the land and water throughout the country. The organisation's mission is to relieve the suffering and distress in areas affected by the presence of these landmines and ordnances by clearing the country of dangerous war remnants.
HISTORY:	CGD, a UK-registered charity, commenced operation in 2003 in the Middle East, where it capacity built the Jordanian Army in mechanical mine clearance and oversaw clearance in the West Bank. The program was handed back to national ownership in 2006, and at the invitation of the UN, CGD then commenced activities in Guinea Bissau. In 2009, the Palau National Government invited CGD to implement activities clearing World War II remnants from land and sea.
MAIN ACTIVITIES:	<ul style="list-style-type: none"> • Survey and locate explosive remnants of war (ERW) both on land and in the ocean • Removal and destruction of located ERW • Provision of ERW Risk Awareness to the public • Local capacity building of above skills
SIZE OF ORGANISATION:	50+ local staff & 4 expatriate staff employed globally. Ten staff are based in Palau.

ASSIGNMENT DETAILS

CONTEXT AND PURPOSE OF ROLE:	<p>CONTEXT: Under UN propagated International Mine Action Standards, ERW clearance activities should not take place without the presence of a paramedic cover. Therefore, the team is unable to continue its humanitarian clearance activities without this position.</p> <p>Palau has a shortage of qualified medical personnel and limited local training facilities. A volunteer Paramedic is the only viable option for CGD to safely</p>
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The Australian Government is working in partnership to send Australian volunteers overseas through the Australian Volunteers for International Development Program.
www.ausaid.gov.au/volunteer

	<p>continue its work.</p> <p>ALIGNMENT WITH COUNTRY STRATEGY: Through Australia's Mine Action Strategy 2010-2014, the Australian government is committed to international mine action assistance. Australia is working with the Government of Palau and Cleared Ground Demining to rid Palau of explosive war-remnants, which will improve the quality of life for families and communities affected by ERW and improve Palau's capacity to manage demining and clearing efforts.</p>
ASSIGNMENT OBJECTIVE/S:	<ol style="list-style-type: none"> 1. Be present and prepared for emergencies at all times of operation for the clearance team. 2. Run regular medical evacuation exercises and provide first aid training to the team.

WORKING RELATIONSHIPS	
LINE MANAGER:	Operations Director
STAFF SUPERVISION:	No
OTHER STAFF:	The volunteer will work directly with the Operations Director, or Explosive Ordnance Disposal Technician and the local team of 7-10 personnel.

DUTIES AND RESPONSIBILITIES OF THE VOLUNTEER	
<p>Volunteers complete a work-plan in the first three months of their assignment, in consultation with their line-manager and relevant stake-holders. The duties listed below are an indication of the type of work that may be involved in meeting the Assignment Objectives</p> <ul style="list-style-type: none"> ▪ Accompany team to location of deployment on a daily basis ▪ Prepare for immediate response to any accident or injury to team, including the possibility of serious trauma injury (loss of limb, burns, etc.) from explosive ordnance ▪ Present regular medical evacuation exercises for the team to ensure preparedness of all personnel in case of an accident ▪ Manage complete medical and trauma kit inventory ▪ Provide basic first aid instruction to team 	

START DATE:	<p>Start: Within 4 to 6 months of the close of applications</p> <p>There are approximately 4 group start dates into each country each year. New volunteers will arrive as a group, be met by the Country manager and participate in important compulsory in-country orientation, including security training and cultural appropriate behaviour.</p> <p>Please note that assignment start dates may vary due to delays in the processing of visa applications or changes in the partner employers circumstances.</p>
DURATION:	12 months

SELECTION CRITERIA

For instructions on preparing your application - refer to the Application Information section

CITIZENSHIP:	<ul style="list-style-type: none"> Australian citizens, Australian permanent residents or New Zealand Citizens resident in Australia are eligible to apply for this assignment
QUALIFICATIONS:	<ul style="list-style-type: none"> Emergency Medical Technician (EMT) or Paramedic qualifications Record of continuous professional development
ESSENTIAL SKILLS & EXPERIENCE:	<ul style="list-style-type: none"> Demonstrated success in building the skills of others through formal and/or informal training and coaching Demonstrated success in consulting with stakeholders and facilitating the work of others to achieve an agreed outcome Demonstrated success working in emergency response High level of fitness and agility for a sometimes demanding tropical environmental and terrain Ability to remain calm and respond with speed in a medical emergency situation Ability to swim Valid driver's license
DESIRABLE SKILLS & EXPERIENCE:	<ul style="list-style-type: none"> Medical Trauma Experience Experience in radio communications
ESSENTIAL PERSONAL QUALITIES FOR SUCCESSFUL VOLUNTEERS:	<ul style="list-style-type: none"> Self awareness, self reliance and resilience A reputation for and commitment to integrity Commitment to team work, coaching, mentoring and developing others Awareness and sensitivity of cross-cultural settings Patience, tolerance and flexibility Respect for the rights of children and commitment to child protection practices Commitment to taking responsibility for own behaviour, particularly in compliance with security guidelines and social, ethical and organisational norms. Ability to cope with cultural isolation and a different standard of living A preparedness to work with limited resources within a challenging environment <p>Please refer to detailed definitions of personal competencies http://www.australianvolunteers.com/volunteer/what-we-look-for.aspx</p>

WORKPLACE DETAILS AND CONDITIONS OF EMPLOYMENT

WORKPLACE DESCRIPTION:	<p>The work will primarily take place in the field, accompanying the team to contaminated households, agricultural lands, construction sites, jungle environment, and in boats when clearance is done underwater. The paramedic will always remain in a safe area away from the direct clearance operations so as to remain safe and able to respond in an emergency.</p> <p>The main office is located on Peleliu Island.</p>
TELECOMMUNICATIONS & COMPUTERS:	Cleared Ground does not provide laptops for personal use. The internet is poor throughout the country.
HOURS/DAYS OF EMPLOYMENT:	From 7:30 am to 4:30 pm, Monday to Friday, with a one-hour lunch break.
LEAVE:	The Annual Leave is 4 weeks per year.

	Because of the team-reliance nature of clearance activities, all staff take leave at the same time. Fieldwork cannot be done without the presence of this position, so the volunteer must be flexible in working out scheduled leave dates.
OTHER CONDITIONS:	<p>Out of hours work may be required: Possibility of out of hours ERW Emergency Callouts, but rare.</p> <p>Travel required: Boat travel between Peleliu and Koror. Some clearance sites also around Koror and the main island.</p>
LANGUAGE AT WORK:	<p>Language/s spoken in the workplace: English and Palauan.</p> <p>An English speaker will carry out their work by: Speaking English, as the staff are all competent English speakers.</p> <p>The level of language competency in Palauan that a Volunteer will need to carry out this assignment is: Low: Polite social interaction & demonstrated attempt to learn</p> <p>The Volunteer will need to reach this level by: Language skills from AVI language support & their own effort while on assignment</p>
LANGUAGE SUPPORT:	The volunteer will receive language training during orientation. Following orientation, it is up the volunteer to continue language classes as desired.

LIVING AS A VOLUNTEER:

LOCATION	Work will take place in both Koror, the urban centre of Palau, and Peleliu Island, a small, rural island located a one-hour boat ride away from Koror.
NEAREST MAJOR CITY:	<p>Peleliu is located one-hour (by boat) from Koror. The volunteer will likely spend the first few months in Peleliu, before moving to Koror.</p> <p>Peleliu is an outer island, with a few small shops and restaurants. Vegetables are generally bought in from Koror. Mobile phones, landlines, and internet are all available on Peleliu. There are about 500 people living on the island, and overall, it is a very quiet island. Tourists often come for the day to dive or see the site of one of World War II's bloodiest battles in the Pacific.</p> <p>Koror is the urban centre of Palau. There are a wide variety of restaurants, markets and shops. The volunteer will likely get around Koror by taxi, though much of the main commercial area is walkable.</p>
LOCAL CONTEXT:	Palau is the most developed of the North Pacific countries, and it also has the largest tourism industry. Over 100,000 visitors come to Palau each year, and there are many dive shops, hotels and resorts, and many restaurants and shops to support this industry. The roads are paved, the houses look well-cared for and it is easy to forget that Palau is a developing country, though the telecommunication system is still slow and inefficient.
LANGUAGES:	Same as workplace.
SOCIAL, RECREATIONAL & SHOPPING OPTIONS FOR VOLUNTEERS:	<p>People travel to Palau for water activities, most notably diving. Other cheaper recreational activities include swimming, snorkelling and kayaking, especially around the Rock Islands. There are also many waterfalls and good hiking on Palau.</p> <p>Socially, Palau hosts a mix of people, and as a result, there are a variety of social options.</p>

CULTURAL & SECURITY CONSIDERATIONS FOR LIVING WITHIN THE COMMUNITY	<p>Palauan culture is a mix of the traditional, Western and modern. It is worth taking the time to ask questions and learn about the culture from friends, neighbours and co-workers.</p> <p>Age matters and the eldest in the family and at work garner the most respect. It is therefore important to show proper respect to older people.</p> <p>Dress is "island-casual" but women should be sure to keep their thighs covered when in public- no short skirts or shorts.</p>
MOBILITY	<p>Within Koror, one can get around by foot or taxis- though cab costs can add up quickly. Many people do buy cars, and a used car from Japan (with the wheel on the right side) can be bought for only a few thousand US dollars. Gas is very expensive- over \$5 per gallon.</p>

ASSIGNMENT FUNDING			
LIVING ALLOWANCE*:		ACCOMMODATION ALLOWANCE*:	
AVI:	AUD 1000.00 per month	AVI:	AUD 0.00 per month
EMPLOYER:	AUD 0.00 per month	EMPLOYER:	AUD 1000.00 per month
	<p>* These allowance levels are based on the Cost of Living in country. They will be reviewed periodically and may increase or decrease. Volunteers will be given notice of any change to the allowance level.</p>		
Accommodation:	<p>Cleared Ground will provide guidance on rental accommodations on both Peleliu and Koror. On Peleliu, the volunteer will probably live in a small house. One room is usually air conditioned, and the rest open air. On Koror, the volunteer can expect to live in an apartment.</p> <p>Most accommodation comes at least partially furnished with bed and basic furniture. Electricity costs depend on AC usage and can range between \$75-200 a month. Internet at home will be the most expensive utility, and can cost \$150 for extremely slow service.</p>		
OTHER INFORMATION:	<p>While on Peleliu, the volunteer will have the opportunity to go into Koror every 3-4 weeks on the Cleared Ground boat to pick up supplies and fresh food, and spend a day or weekend in the city.</p>		

OTHER ALLOWANCES & SUPPORT	
SETTLING-IN:	AUD 1,000 paid prior to start date #
RE-SETTLEMENT:	<p>AUD 1,200 paid at conclusion of placement #</p> <p><i>#Payable only on volunteer assignments longer than six (6) months.</i></p>
SUPPORT:	<ul style="list-style-type: none"> ▪ Pre-departure Briefing in Melbourne & In-country Orientation on arrival ▪ Pre-departure vaccination expenses ▪ Visa expenses ▪ Airfares at the commencement and conclusion of the assignment, to and from Australian base. ▪ Pastoral care, assignment monitoring and security guidance from AVI Country Office ▪ Psychosocial and medical advice & support services ▪ Medical and emergency insurance and evacuation coverage. ▪ Some funding is available for approved accompanying dependants subject to safety risks- ask your recruiter for more information. ▪ Re-entry support services ▪ See the AVI Volunteer Guide Book for full details

APPLICATION INFORMATION

Application Support and Enquiries

If you are interested in applying to become a volunteer, AVI Recruitment Consultants will work with you to provide context and information for self-assessment and research, guidance on the formal assessment and clearance steps, and opportunities for learning and networking to prepare for a successful assignment. You can contact and discuss your interest with a Recruitment Consultant at any time:

Toll Free: 1800 331 292

Email: recruit@australianvolunteers.com

Assignment Information, Selection Criteria and Recruitment Steps

Candidates for Australian Volunteers assignments are selected based on their likelihood to successfully meet the objectives of the assignment, in the context, culture and location of the host organisation and community.

Each assignment available for application will have a detailed Assignment Description available to download from the Advertisement page on the AVI web-site. We recommend that you research further relevant information from links and guidance within the assignment description, and through your own networks and information sources.

Full details of selection criteria used for assessing likelihood of success are included in each Volunteer Assignment Description, and on our website: <http://www.australianvolunteers.com/volunteer/what-we-look-for>

You can find an overview of the steps and time-lines involved in becoming a volunteer here:

<http://www.australianvolunteers.com/volunteer/steps-to-becoming-a-volunteer>

Application Instructions

The first step is a written application. We use the application information to assess if there is a sufficient match between the requirements of the host organisation and the applicant's skills, experience, qualifications and understanding of the unique role of an Australian Volunteer. If there are many applications that are sufficiently matched, we will rank the applications, and progress to screening and interview those candidates who have demonstrated the closest match.

Background: The decision to undertake an assignment with Australian Volunteers International entails making a substantial commitment both in terms of the significant period of time that you are prepared to be separated from your family, friends and familiar surroundings as well as a willingness to accept the challenges that living, working and learning in a demanding cross-cultural environment involves.

The making of such a decision therefore needs to be done in a considered and reflective way. We suggest that it should be based not only on a desire to 'give something back' or 'to make a difference' for example, but also on a realistic assessment as to whether the timing is actually right, for you, reflecting on what you anticipate gaining from the volunteering experience and what personal attributes you feel would be required to ensure that such an experience was a satisfying and effective one for yourself and for the host organisation and host community.

Written Application

1. **Response to Selection Criteria:** Please begin by writing your responses to the following three questions, in a document headed - Response to Selection Criteria:
 - a. **Why do I feel that volunteering overseas is the right thing for me to doing at this time in my life?** (up to half a page)
 - b. **What are the biggest personal adjustments I'm likely to have to make to be accepted as a useful colleague and engaged community member in this assignment?** (up to half

a page)

- c. **How I match the Essential Skills & Experience:** Write a brief summary of your most relevant experiences, results and achievements against each criteria in the Essential Skills & Experience section of the Assignment Description.
- *Use examples, particularly those that you think would be the most relevant to the assignment objectives, the duties, the host organisation context and the AVI personal competencies – the unique skills necessary for successful volunteering.*
 - *Do not respond to the other Selection Criteria sections in the Assignment Description – Qualifications, Desirable Skills & Experience or Essential Personal Qualities – these areas will be covered during interviews and reference checks.*

2. **Resume:** Prepare a comprehensive and up-to-date Resume which includes the key dates of your professional history.

Lodge your application

- Log in or Register on the AVI Web-site.
- Open the Advertisement page of the assignment.
- Click on the Apply Now link at the bottom of the page. This link will only appear if you are logged in.
- Complete a few on-line questions and upload your two pre-prepared documents: Response to Selection Criteria and Resume
- You will receive an automatic email acknowledgement of your application. Please contact the Recruitment team if you do NOT receive this email or if you have any difficulties – recruit@australianvolunteers.com

Response to your application

You will receive advice on the progress of your application within three weeks from the Close of Applications date. Please contact the Recruitment team if you do NOT receive advice - recruit@australianvolunteers.com

Recruitment Principles

The needs of the Host Organisation drive our recruitment and selection practice. AVI is seeking the best available and most suitable volunteer to meet the needs of the Host Organisation.

AVI will assess applicants using merit based and transparent processes to select the best available candidate who has a reasonable chance of achieving the assignment objectives within the cultural and environmental context of the host organisation, in a manner consistent with the AVI Personal Competencies, and whose personal circumstances allow them to realistically commit to the full term of the assignment.

AVI respects the rights of the children in the communities in which we serve. Volunteer candidates will be asked to demonstrate their commitment to child protection practices and undergo police and background checks.

Flexibility is essential – there are low levels of predictability in all aspects of international volunteering.

If no candidate is able to demonstrate a reasonable likelihood of achieving the assignment objectives, or meeting the Selection Criteria, the assignment will be re-advertised or withdrawn.

There are significant potential health risks and other hazards - both foreseeable and unforeseeable - associated with participating in international volunteering. Volunteers, host organisations and AVI share responsibility for the management of risks associated with international volunteering. Throughout the recruitment process, candidates will be informed of likely risks associated with volunteering, and provided with the opportunity to explore how these risks will affect their ability to commit. Volunteers accept that there is a shared responsibility for identifying, planning for and managing risks.

Volunteer candidates demonstrate their ownership of this responsibility by providing full disclosure of personal and health challenges that they may face in managing the risks of a Volunteer assignment so that appropriate support, risk management and insurance coverage can be arranged.

Starting your research

Australian Volunteers for International Development program:

www.aisaid.gov.au/volunteer

Travel Safety information:

<http://www.smartraveller.gov.au/zw-cgi/view/Advice/>

AVI Approach to Development:

www.australianvolunteers.com/about-us-/how-we-work

Australian Volunteers Code of Conduct:

<http://www.australianvolunteers.com/media/128555/avi-code-of-conduct.pdf>

AVI Child Protection Policy and Procedures

<http://www.australianvolunteers.com/media/128561/avi-child-protection-policy-v2.1.pdf>

<http://www.australianvolunteers.com/media/128558/avi-child-protection-procedures-dec10.pdf>

AVI Recruitment:

<http://www.australianvolunteers.com/volunteer/what-we-look-for.aspx>

<http://www.australianvolunteers.com/volunteer/steps-to-becoming-a-volunteer.aspx>

AVI Fact Sheets for Couples and Families Exploring Volunteering

<http://www.australianvolunteers.com/volunteer/faq.aspx#Can%20I%20take%20my%20partner>