



Position Description

Community Health Nurse

Staff Member:	
Location:	Based in Pyramid Hill & Quambatook
Job Status:	Casual Position conditional on funding
Award:	Registered Nurses Award
Classification:	Class 3B
Hours per fortnight:	Casual as required
Position Created:	
Last Review:	October 2018
Next Scheduled Review:	April 2019

Position Details:

1. Qualifications:

Registered Nurse.

2. Key Selection Criteria:

- An ability to work independently and co-operatively with team members.
- To have well developed organisational skills and the demonstrated ability to work autonomously.
- An awareness and sensitivity to needs and understanding of staff, clients and general community.
- The ability to communicate with tact and diplomacy to people of all ages is essential.
- Excellent communication skills – written (including ICT), verbal and presentation.
- It is essential that the person have an understanding and commitment to the concept of Health Promotion, Community Development and Community Health.
- Strong computer literacy skills.
- Initiative and self-motivation are essential skills in this role.
- Current Drivers Licence.

3. Position Objectives:

- To provide a range of Health and Welfare Services to the communities and surrounding districts of Quambatook and Pyramid Hill, and the NDCH service area.
- To actively participate as part of a multi-disciplinary team.
- To encourage an optimum level of health and wellbeing for clients.
- To provide clinical services in the community health nurse role, including wound care, collection of pathology, and information and support to clients presenting both to the clinic and in home visits.
- Home Care Nursing, providing professional care and assessment of environmental needs to provide optimum lifestyle for elderly and disabled confined to their homes.
- Provide ongoing and rehabilitative nursing care for clients following illness or discharge from hospital.

4. Key Responsibilities:

- Effective initial needs assessment and ongoing assessment of client needs and implementation of emergency treatment in the case of illness, accident or emergency until the client can be seen by a medical practitioner or transferred for medical treatment.
- To provide clinical services in the community health nurse role, including wound care, collection of pathology, and information and support to clients presenting both to the clinic and in home visits.

- Home Care Nursing, providing professional care and assessment of environmental needs to provide optimum lifestyle for elderly and disabled confined to their homes.
- Provide ongoing and rehabilitative nursing care for clients following illness or discharge from hospital.
- To facilitate the process of effective “hand over” to other nurses in the role, to ensure continued appropriate client care.
- To record and maintain accurate and confidential files on all clients.
- To support the delegation of duties as appropriate to Nursing Staff in Quambatook and Pyramid Hill, including organisation of rosters to ensure all aspects of work are adequately provided for.
- To liaise with other community health nurses and centres to promote professional development.
- To assist students with research and education on health issues and community health nursing practices.
- Health Promotion will be an integral component of all activities.
- To provide suitable information and resources on a wide variety of health issues to individuals, other professionals and community groups.
- To assist in research, planning and implementing health promotion and early intervention programs that will lead to an improvement in health outcomes for the Community.
- To provide information and support services to families, individuals and community groups and refer such persons for further services when appropriate.
- To liaise with health professionals, community groups, statutory and non-government agencies and individuals in order that a co-ordinated service is available to the community.
- To collect, file and disseminate to communities appropriate health resources, including health promotion displays in centres and maintenance of up to date resources for client access.
- To attend appropriate ongoing education in negotiation with Management to ensure nursing skills are maintained and up to date.
- Nurses must be willing to work flexible hours in order to meet community/ client time frames.
- To act as an advocate on behalf of clients and the community
- To work within a diverse community, upholding the rights and responsibilities of all clients, including the right to access quality care regardless of social status, age, gender identity, sexuality, race, culture, religion or political belief.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, the Strategic and Operational Plans as well as the vision, mission and values of NDCH.
- In keeping with the principles of the Victorian Government’s Child Safe Standards, embed within NDCHS an organisational culture of child safety, and to always perform the duties of this role within those standards.

5. Other Duties:

To perform any other duties as delegated by Management or your Team Leader, or are relevant to the position.

6. Organisational Responsibilities:

- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- To always work within the NDCH culture, encouraging and supporting other staff to do so as well
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy and the Charter of Human Rights and the United Nation's Convention on the Rights of the Child.
- To work within a Continuous Quality Improvement framework and actively participate in the agency's quality review processes.
- To participate in the annual evaluation of performance, including review of position description.
- To be knowledgeable in and work within the suite of policies and procedures of Northern District Community Health Service.
- To collect required statistics for NDCHS, the local Committee of Management and appropriate funding bodies.
- To represent the Northern District Community Health Service and working towards achieving the Vision, Mission and Values of our organisation within our communities.
- Maintain a congenial working relationship with your team leader and team members
- If you disagree with Management on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.
- Contribute as a member of a multidisciplinary group to the success of your team
- Attend meetings and contribute to decision making and problem solving.
- Inform your team leader of emerging issues that relate to you and your teams role function.
- Advise your team leader of your management of caseloads and job tasks towards achieving program targets.
- Provide reports and documentation to Team Leaders as requested.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety, and to always perform duties of this role within those standards.
- To comply with NDCHS Code of Professional Conduct & Ethics, as well as the codes of ethics, standards of practice and registration requirements as appropriate to your discipline as defined by that discipline's peak body.

Reports To: Chief Executive Officer
GM – Program & Services
TL – Nursing
Supervises: NA
Internal Liaisons: GM – Corporate Services
Team Leaders
All NDCH Staff

7. Safety:

It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the work place.

To report any incidents or hazardous situations immediately to the CEO or the Health & Safety Representative through the correct processes.

8. Other Relevant Information:

NDCH is an equal opportunity employer.

All NDCH sites are smoke free workplaces.

NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

NDCH promotes respectful relationships and gender equality within the workplace and in our communities.

NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children and women, and takes an active role within the workplace and the community to promote this stance.

National Police Check:

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regards to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

International Police Check:

As you have not lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check is not required before commencing in this role.

Disability Worker Exclusion Scheme (DWES):

As this role would define you as either a Disability Worker or someone involved in regular direct contact with or access to a person with a disability, and as NDCH is a disability service provider under the National Disability Insurance Scheme registered under the Disability Act 2006, you are required to undergo a check against the Disability Worker Exclusion List.

It is also a responsibility of NDCH to notify the DWES unit if pre-employment screening conducted by us, for example a police check, has raised issues that may meet the criteria for placement on the List.

Working with Children Check (WWCC):

Appointment to the position will be subject to a satisfactory WWCC. If the applicant has a current WWCC, they will be required to notify the Department of Justice within 21 days of commencement with the agency and provide proof of same to the service.

Signed in Acknowledgment:

Employee: _____

Management: _____

Date: _____