



POSITION DESCRIPTION /
EMPLOYMENT CONTRACT
Community Health Nurse

Position Summary

Location:	Castlemaine District Community Health, 13 Mostyn Street Castlemaine
Team:	Prevention & Allied Services
Reports to:	Prevention & Allied Services Manager
Hours per fortnight:	Community Health Nurse – 0.6 EFT Community Educator – Up to 0.4 EFT (variable)
Tenure	Permanent (0.6-1FTE)
Remuneration:	Grade 3B Community Health Nurse under the Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 Hourly rate would be between \$41.33 and \$41.88, dependent on experience
Other benefits:	Salary packaging is available
Date prepared:	November 2017

Our Organisation

Castlemaine District Community Health Ltd. (CDCH) is a not-for-profit company limited by guarantee that has been working with the local community since 1984. With more than 40 employees and 80 volunteers, CDCH provides a wide range of services and programs aimed at promoting health and preventing illness. Our objective is to design and provide services and programs that ensure community members receive primary health, preventative care and community support which is accessible, responsive and of the highest quality. We work to empower individuals and community groups to achieve self-direction in their personal lives and contributor to community health.

Employees of CDCH are committed to the social model of health; recognising the impact of external factors such as economic, social, cultural and political conditions on people's health and wellbeing. The organisation has a strong commitment to staff wellbeing and strives to model a healthy and productive work environment. Quality Improvement, Occupational Health & Safety, Risk Management and Clinical Governance frameworks guide the work to a high standard. CDCH supports the professional growth and accountability of all staff through organisational supervision and an interdisciplinary team approach, professional development and training.

CDCH has a Board of Directors drawn from the local community and further afield to provide a balance of skills and expertise. The Board has developed long-term strategic directions which provide the framework for planning and organisational development. Programs are funded from various sources including: the Australian Government,

Victorian Government, Mount Alexander Shire Council, Murray Primary Health Network, donations, philanthropic and equity trusts.

Position purpose

Working within an interdisciplinary team, the Community Health Nurse will provide centre-based nursing service, as well as outreach health promotion and education services to people living in Mount Alexander Shire.

The position is comprised of the following components:

- Community health nurse (0.6 FTE) to provide individual and group education on health with a focus on heart health, nutrition and physical activity
- Fee-based community educator (up to 0.40 EFT) to support delivery of community first aid, CPR, and Preparation for Puberty training.

The position operates from a social model of health framework and works toward an integrated model of service delivery. The position is accountable on a day-to-day basis to the Prevention and Allied Health Manager.

Tenure and hours of work

This is a permanent position of up to 1.0 EFT.

From time to time you may be asked to work in excess of your normal hours of work. Hours worked up to and including 76 hours a fortnight from Monday to Friday will be paid at your normal hourly rate as above. Agreement may be negotiated where hours in excess may be taken as time in lieu of payment.

There is a probationary period of six months.

Remuneration

The position will be remunerated as a Grade 3B Community Health Nurse under the Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020. The rate will be dependent on experience and will be between \$41.33 and \$41.88 per hour.

Salary Packaging

Salary packaging is available.

Termination of employment

Notice of termination by either party is required as per statutory requirements.

It is a condition of employment that staff and management will participate in CDCH performance management and/or grievance procedures if required.

Key responsibilities

1. Community Health Nurse

- Provide a personal and individualised health care nursing service and ongoing nursing support services to individuals, families and the community, as part of a multi-disciplinary service delivery approach
- Liaise with and/or refer clients to GPs, other health professionals, community and peer groups to ensure that services comprehensively meet the needs of the client in a coordinated manner
- Establish and maintain open and transparent communication with GPs and other service providers, through a strong collaborative ethos

- Provide health education and health counselling on an individual and group basis, and work collaboratively with local partners to provide these services
- Establish and maintain health information resources and act as an information resource for clients
- Develop, implement and evaluate programs appropriate to identified client needs through co-design with stakeholders, and incorporating new practice models or research
- Contribute to the achievement of best practice and where relevant, facilitate the development and application of relevant research findings
- Support the organisation's health promotion priorities
- Undertake duties in respect of infection control and first aid
- Other responsibilities as identified by senior managers

2. Fee-based community educator

- Plan, coordinate and deliver certified courses to groups and organisations as required, including First Aid, Cardiopulmonary Resuscitation and the Combined Emergency First Aid Response in an educational and childcare setting.

1 Key selection criteria (each criteria must be addressed in your application)

- I. Registered Nurse with current registration with the Australian Health Practitioner Regulation Agency
- II. Demonstrated experience of 3 years or more working in a primary care/ community setting or in community programs
- III. Highly developed interpersonal and communication skills, including a collaborative and co-operative approach to relationship-building with local partners
- IV. Demonstrated ability to work autonomously and with initiative, as well as part of a team
- V. Demonstrated understanding of the implications of working in a social model of health
- VI. Demonstrated understanding of health promotion principles and application in a community health context
- VII. Demonstrated commitment to ongoing professional development and related professional codes and standards

Qualifications and other requirements

- Essential: Registered Nurse
- Desirable: Post graduate degree in community nursing
- A national Police Check
- A current Australian driver's license
- A current Working with Children check

Credentialing and scope of practice

- To maintain membership of a relevant professional association or to work in such a manner as would maintain eligibility for such membership
- To present originals of professional qualifications and ongoing association membership to CDCH line manager for verification and recording in personnel file

- To work within the accepted and evidence-based contemporary professional standards and therapies of relevant discipline/s
- To practice within own boundaries of professional education and training
- To gain approval from line manager for introduction of any new therapies or practices prior to them being commenced with any client
- To maintain own professional development at the minimum standard required for ongoing registration of relevant professional association
- To uphold the relevant professional Code of Conduct
- To report to the CEO immediately any incident, complaint or client action that may jeopardise eligibility for membership of a relevant professional association.

Organisational responsibility

(i) Organisational requirements for all staff

- Staff members are required to abide by the CDCH Staff Code of Conduct
- Staff members are required to comply with the legal requirements associated with general employment and those specific to their qualifications and area of work, including OH&S, an acceptable Police Check and Working With Children Check.
- It is a requirement of this appointment that a Castlemaine District Community Health Pre-existing Injury Declaration is signed.
- All Board members, staff, volunteers and students are required to sign a confidentiality agreement.
- Castlemaine District Community Health is committed to fostering a culture of Continuous Quality Improvement. All staff members have a role and responsibility in identifying opportunity for improvements and implementing strategies to do so. Staff members are also expected to contribute to the formal review process enabling CDCH to receive accreditation against the Quality Improvement Council (QIC) Standards and the Department of Health & Human Services Standards.
- Child abuse is unacceptable and ensuring children's safety is a top priority. Castlemaine District Community Health has a child safety procedure and a staff code of conduct that outlines its commitment to children's safety and wellbeing and the expected standards of behaviour for all CDCH staff.
- CDCH is committed to providing a quality clinical learning and further education environment. All staff members have a role and responsibility to contribute to the planning and delivery of clinical learning and further education placements at CDCH.
- CDCH operates all programs and services from a social model of health and incorporates in the planning and delivery of programs and services an understanding of the social determinants of health. CDCH staff engages and partners with clients and communities to achieve optimal health outcomes.
- CDCH is part of a network of agencies that receive funding through the Department of Health & Human Services with a mandate to respond to requests for support in the event of an emergency or disaster situation. All employees of the CDCH may be contacted out of hours and during periods of Leave by the CEO or her representative to ascertain the workers availability to contribute additional working hours towards the emergency response effort.

(ii) Organisational responsibility to all staff

CDCH:

- adheres to government regulations by providing a smoke free workplace and complies with the *Occupational Health & Safety Act 2004*.
- complies with equal opportunity legislative requirements.
- fosters an organisational structure which values the physical, mental and spiritual health of its staff. The organisation is committed to implementing initiatives and practices that encourage informal activities and attitudes which support staff and contribute to their overall wellbeing.
- values diversity, all cultures and backgrounds including but not limited to Aboriginal and Torres Strait Islander people; lesbian, gay, bisexual, transgender and intersex people, people with a disability and culturally and linguistically diverse people.

Acceptance of the Position

I understand, agree to and accept the role as outlined in accordance with this position description:

NAME (please print):

SIGNATURE:

DATE:

CEO

Signed on behalf of Castlemaine District Community Health:

NAME (please print):

TITLE:

SIGNATURE:

DATE: