

Employee Position Description

Position Details		
Position Title: Community Health Nurse	Department: Community Impact and Access	Agreement: Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Reports To: Manager Community Access and Outreach	Location: Primarily Hawthorn with requirement to work and travel across all AccessHC LGAs	
Direct Reports: None	Employment Status: Permanent Part time 0.4 FTE	Classification: Community Health Nurse (Sole)
Position Primary Purpose		
<p>This role seeks to address the determinants of health and wellbeing through outreach, engaging and building connections with ‘hardly reached’ residents within the AccessHC catchments, and connecting them with community, social and health services and nursing management. Residents may be engaged in settings such as social housing, rooming houses and other gathering places. The Community Health Nurse will support collaboration and partnerships with other community, social and health services. They will also support the Community Outreach Team to develop the risk and needs assessment skills of the project and roles undertaken by Community Outreach and Engagement workers. Outreach Community Engagement Workers use their lived experience and/or community languages/or professional expertise to build connections with community members and help them to connect with community supports and services. The Community Health Nurse brings a clinical lens to this work to support a holistic health response.</p>		

Decision Making Authority	Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • Complete risk assessments in line with established procedures and work instructions. • Identify and communicate risks in a timely manner. • Triage community members and provide assistance within scope of practice or refer on. • Provide appropriate evidence-based assessment and treatment to residents. • Maintain a safe clinical environment. 	<p>Internal</p> <ul style="list-style-type: none"> • Mental Health, Alcohol and other Drugs Managers & team • Access to Community, Camcare, Intake and Customer Service teams • Health Promotion & Engagement team • Other AccessHC staff and volunteers <p>External</p> <ul style="list-style-type: none"> • Staff from clinical partners, including Tertiary Health Services. • Operators, managers, agents and proprietors of high-risk housing. • Community members particularly those from marginalised and multicultural backgrounds.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Community Health Nursing	<ul style="list-style-type: none"> • Deliver community health nursing services; assessment (including risk assessments), health monitoring, nursing management, service navigation and supported referrals to consumers. • Ensure appropriate referral to and utilisation of health services and other agency services in the care and support of residents.
Collaborate with Manager Access and Outreach to develop strengths and skills of the team	<ul style="list-style-type: none"> • Share knowledge and expertise of working with at-risk communities • Support team to maintain safe boundaries through sharing expertise • Foster a nurturing, sharing culture where staff support each other. • Work sensitively with Peer Workers, Lived Experience and Bicultural Workers • Build team skills and model best practice • Under the direction of the Manager Community Access and Outreach, support team to maintain focus and prioritise service provision in a fluid environment • Professionally participate in team meetings including planning, chairing and documenting as needed
Internal relationships	<ul style="list-style-type: none"> • Support the work of Access to Community social prescription program by making and accepting referrals to/from this program. • Collaborate with Community Outreach Team, Manager Access and Outreach, and Access to Community Coordinator to achieve continual improvement • Nurture relationships with AccessHC GPs and assist them to socially connect isolated patients • Support internal referrals to necessary health and social supports
Professional Practice	<ul style="list-style-type: none"> • Act within the Nursing and Midwifery Board of Australia codes of conduct, professional standards, guidelines, legislation and regulations relating to the following areas: <ul style="list-style-type: none"> a. Infection control b. Accreditation c. Occupational Health and Safety d. Records Management/ data entry e. Medication management • Ensure clinical duties are performed within an appropriate level of clinical competence. • Participate in professional supervision, as organised through employer.
Risk assessment and Referral	<ul style="list-style-type: none"> • Follows processes to identify, respond to and record project and clinical risks. • Complete incident reporting processes in a detailed and timely manner. • Contribute to multi-disciplinary discussions and facilitate referrals for residents and clients in a timely manner aligned to defined processes.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.

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Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times including infection control and the safe use of Personal Protective Equipment. • Complete all workplace training as prescribed. • Declare your health and wellbeing status and advise supervisor by phone immediately if you become unwell or exhibit symptoms of COVID-19 or other illnesses. • Notify AccessHC of any other employers and their contact details. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
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Selection Criteria

<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check. • International Police Check (if has lived overseas for 12months or longer in the last ten years). • Working With Children Check. • NDIS Worker Screening Check • Driver's Licence. <p>Key criteria selection criteria</p> <ul style="list-style-type: none"> • Registered Nurse Division 1 with registration with current practicing registration with AHPRA • Minimum 3 years post-graduate experience preferably within a community setting • Demonstrated experience working with people from marginalised and multi-cultural backgrounds • Strong interpersonal and communication skills that fosters open honest communication • Accredited Nurse Immuniser (Desirable) 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Demonstrates integrity and reliability and takes initiative, acts with confidence and works well under own direction • Maintains hope, and role models a positive outlook even during challenging times. • Establishes respectful professional relationships that have clear boundaries with residents, staff and partner organisations. • A customer focussed attitude • Excellent written and verbal communication skills in English. • Experience in handling confidential or sensitive information. • Commitment to equity, continuous quality improvement and health promotion principles. • Effective time management and prioritisation skills • High level of accuracy and attention to detail • A commitment to excellence in program delivery • Demonstrated behaviours consistent with AccessHC values
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Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.

In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.

We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.

Authorisations	
Employee Name:	Manager Name:
Signature: _____	Signature: _____

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Authorisations

Date:

Date: / /

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