



## Position description

### Registered Nurse

#### About Community Gateway

Since 1976 Community Gateway has been supporting disadvantaged and vulnerable people, providing welfare and capacity building programs in Lismore, throughout Northern NSW and across the state. We are person-centred, values-driven, are committed to social justice and to the financial and social inclusion of every human being.

Community Gateway is a registered charity, is QIP accredited, assessed against the *Quality Improvement Council Health and Community Services Standards* and is a child safe organisation.

As an equal employment opportunity employer, we are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

#### Our practice framework

Our purpose and practice framework demonstrates our commitment to our clients and the communities we serve. The framework ensures that our practice is evidence-based and is responsive to the needs of our communities, enabling positive social impact.

- Our vision is “*many tracks, one road, sustaining community.*”
- Our strategic priorities include *connection to community, progressive and planned growth and influence and leadership*
- Our values are *integrity, respect, inclusion and compassion.*

#### Our services

We deliver a broad range of services funded through state and commonwealth government, fee for service and philanthropic donations. Our services include:

- Financial counselling.
- Financial capability including no interest loans and budget counselling.
- State-wide financial inclusion coordination, including facilitation of the NSW Financial Inclusion Network.
- Aboriginal homelessness case management.
- Child and adolescent trauma counselling.
- Adult trauma counselling.
- Adult counselling for survivors of sexual assault.
- Parents Under Pressure program, enabling the growth of healthy relationships between parent and child.
- Family case management, supporting parents and children to create change that support life skills, attachment, and behavioural growth.
- Lismore community hub and outreach provide intake, assessment, assisted referral and a range of services to build community capacity.
- Emergency relief, supporting people in crisis.
- Volunteer management.
- Seniors’ support, linking volunteers with older people experiencing social isolation.
- Accredited before school care, after school care and vacation care for school-aged children across Northern NSW.
- Supported playgroup.
- Sexual and reproductive health.

**More details about our organisation and services can be found on our website**  
[nrcg.org.au](http://nrcg.org.au).



## Position overview

### Details

**Position title**

Registered Nurse

**Program**

Sexual and reproductive health

**Branch**

Service Delivery

**Reports to**

Senior Manager – Service Delivery

**Award**

Nurses Award 2020

**Level**

Level 1

**Term**

Permanent part-time

**Probationary period**

Six months

**Location**

Your position is primarily based at 76 Carrington Street, Lismore, NSW however you may be required to travel across the NSW Far North Coast region and to work at other sites during your employment.

Please note mandatory staff meetings are held at 76 Carrington Street Lismore, NSW 2480.

### Summary

Reporting to the Senior Manager – Service Delivery, this position is responsible for providing an appropriate level of clinical nursing care to patients within a sexual and reproductive health clinic

The Registered Nurse/Program Coordinator will provide day-to-day supervision in the context of provision of clinical nursing service within the clinic.

## Selection criteria

### Essential

1. Current APHRA/NMBA registration as a registered nurse in NSW
2. Excellent communication skills, both written and verbal
3. Proficient computer skills with demonstrated experience in medical software.
4. Ability to work collaboratively within a team environment Desirable

### Desirable

1. Experience in sexual health setting, assisting GPs with IUD insertion.
2. Experience providing advice and support with unplanned pregnancy.
3. FPNSW Reproductive and Sexual Health Accreditation.

### Additional requirements

1. Evidence of NMBA Registration as a nurse.
2. Current NSW driver licence.
3. Current NSW Working with Children Check.
4. National police check.

## Position purpose and values

- Actively support Community Gateway's vision, strategic priorities and values.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Community Gateway's policies and procedures.
- Promote and work within Community Gateway's practice framework.
- Operate within legal and regulatory framework.
- Positively promote a performance-based and collaborative culture.



## Key accountabilities

### Position accountabilities

- Provide high-quality nursing to Choices patients.
- Follow direction from the Senior Manager – Service Delivery and Registered Nurse/Program Coordinator.
- Conduct pregnancy testing, and counselling.
- Undertake reception triage to coordinate patient appointments and ensure timely follow-up.
- Follow up on abnormal pathology results and arrange callbacks for patients as necessary.
- Provide telephone information and referral services.
- Maintain clinical rooms to a high standard, and in line with policy and procedures including cleaning, linen, and proper disposal of contaminated medical equipment.
- Assist doctors with the insertion of intrauterine devices (IUDs).
- Actively participate in regular team and organizational meetings to support continuous improvement in service delivery.
- Accurately complete and maintain all comprehensive records, reports, client data, case notes and outcomes in accordance with Community Gateway's procedures.
- Identify and develop risk mitigation strategies relevant to the role.
- Perform other duties as directed by management.

wide planning and review process, performance planning reviews and other activities, as required.

- Pursue new skills and knowledge for personal and organisational development.
- Positively and constructively represent our organisation to external contacts at all opportunities.

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CEO approval: 28/10/2024

Position number: SD-NUR-001

### Professional accountabilities

- Actively participate in regular organisational supervision sessions.
- Meet agreed work plan and/or funding body targets.
- Actively participate in all team, branch and organisation-wide all staff meetings.
- Contribute to the development of Community Gateway, through participation in organisation-