



### POSITION DESCRIPTION

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#### COLLEGE NURSE

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

#### POSITION OUTLINE

The College Nurse provides primary nursing care across the College, along with its associated administrative duties, health education and appropriate screening tests. The College Nurse also provides advice on relating to Occupational Health and Safety and acts in a resource capacity to the College Community, whilst also working within a professional pastoral team and managing the Wellness Centre.

**REPORTS TO**      The Deputy Principal

#### KEY ACCOUNTABILITIES

##### Administrative

- Manage the Wellness Centre facility.
- Maintain accurate records on student health, up-dated annually.
- Maintain illness/accident/injury reporting system to meet legal requirements.
- Circularise Health Department regulations.
- Responsible for the provision, purchase and maintenance of first aid supplies and kits throughout the College Community.
- Purchase and ensure that emergency equipment is current, safe, functional and maintained in a state of readiness.
- Participate in case management and referral procedures in conjunction with the College Psychologist.

##### Health Care

- Service the health needs of the community on a daily basis.
- Liaise with Staff, students and parents where necessary on health/welfare matters.
- Liaise with health and welfare agencies in the community to establish a network/referral system as required.
- Provide Occupational Health and Safety advice to Staff and students.
- Co-ordinate the immunisation program.



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### **Educative**

- Actively pursue and broaden resources appropriate to the expansion of the Health Program.
- Develop preventative health care practices.
- Provide support for teaching Staff in areas of curriculum, pastoral care, health regulations and particular conditions as these relate to students.

### **PERFORMANCE EXPECTATIONS**

- Provide primary nursing care on a daily basis to the College Community.
- Maintain accurate, up to date Wellness Centre records for both Staff and students and report regularly.
- Maintain the Wellness Centre and equipment consistent with health regulations.
- Consult on Occupational Health & Safety issues.
- Provide training programs for Staff.
- Develop and maintain appropriate standards of nursing practice in consultation with other Community Health Nurses.
- Implement the code of practice for crisis and risk management as required.
- Develop risk management plans for students with health concerns attending school camps and tours.
- Organise and conduct the immunisation program on an annual basis.
- Maintain and dispense first aid kits for all excursions, camps and tours.
- Dispense medication to students under medical instructions.
- Facilitate annual flu vaccinations for Staff.
- Assist the HR Manager with Return to Work for Staff as required from a medical perspective.
- Liaise with the Learning Leader – Support Education and Heads of School in case management of student issues as required.
- Manage annual budget within budget parameters.

### **Child Safety**

- Provide a safe and welcoming environment for all Billanook students and any young people who visit Billanook to engage in College approved activities.
- Promote the safety and wellbeing of children and young people to whom Billanook College provides services.
- Ensure that all interactions with students are positive and safe.
- Provide adequate care and supervision of all students, not only on the campus but whenever students are involved in Billanook College approved activities.
- Act as a positive role model at all times for students.
- Be aware and observant of key indicators of child abuse, neglect and harm with your students.



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- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer. Follow the College guidelines Responding to Concerns about Child Abuse, Harm and Safety (available on MyConnect).
- Maintain valid VIT or WWCC (Employee) documentation.
- Report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment.
- Participate in Child Safety and Wellbeing training.

### **Occupational Health and Safety**

- Attend, participate and report to the Occupational Health and Safety Committee.
- Participate in OHS related training.
- Adhere to Billanook College's OHS policies and procedures.
- Comply with instructions given for the health and safety of themselves and of others and adhere to safe work procedures.
- Actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards.
- Report all hazards, injuries, incidents and near misses via Complispace and to the Chair of the OHS Committee.
- Assist with workplace inspections.
- Co-operate with management in its fulfilment of its OHS legislative objectives.
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation.

### **KEY SELECTION CRITERIA**

- Supportive of the values of Billanook College and Independent School education.
- Appropriate nursing qualifications, with post graduate qualifications well regarded.
- Paediatric, Community Health and Emergency nursing experience well regarded.
- Experience and training qualification in First Aid and Anaphylaxis well regarded.
- Occupational Health and Safety experience desirable.
- Proficient administrative skills and high level of computer literacy.
- Able to respect confidences and exercise discretion.
- Committed to preventative health care.
- Efficient in allocating and utilising resources.
- Knowledge of legal, statutory and professional obligations of health care practice.
- Pro-active with a 'can do' attitude, flexible in approach.
- Ability to remain calm and composed with the ability to take charge in an emergency.



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- Able to utilise established networks and experience in referral.
- Strong interpersonal skills and ease in relating to all age groups.
- Able to demonstrate preparedness to participate as a team player.
- Commitment to the principles of equal opportunity in employment and equity in education.
- Ability and willingness to participate in co-curriculum programs.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to principles of equal opportunity and equity in education.
- Current Working with Children and Victorian Criminal Record Checks.

### TERMS AND CONDITIONS

This is a part-time (0.85 – 0.89 FTE), ongoing position. Days of work will be Monday to Friday during School Term time only. A degree of flexibility is required in some instances involving emergency situations and extra-curricular or event days at the College. Flexible arrangements in relation to start and finish times will be considered on a case by case basis.

Remuneration is at level 7.1 of the Billanook College (Educational Services Staff) Enterprise Agreement 2023 (EA). The terms and conditions of employment are set out in the EA, the Educational Services (General Staff) Award 2020 and the National Employment Standards (NES).

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

### CHILD SAFETY SCREENING

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.