



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 Goodwood St	
Direct Reports: None	Employment Status: Permanent Part time 0.6	Classification: Community Health Nurse (Sole)
Position Primary Purpose		
The purpose of this role is to work within a primary care clinic setting to support medical practitioners and the broader care team to identify and address the structural, social and system-level barriers that impact patients' health, wellbeing and participation in care. The role provides independent clinical and care coordination support, enabling patients to engage more effectively with health and social systems, and supporting clinicians to deliver holistic, equitable care.		

Decision Making Authority	Key Relationships
Decisions made independent of Manager • 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.	Internal • GPs, Practice Nurses and other Members of the Medical Team • Allied Health and Community Programs Staff • 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 External • Staff from clinical partners, including Tertiary Health Services. • 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.

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Key Accountabilities	
Focus Areas	Responsibilities
Community Health Nursing	• Deliver community health nursing services; assessment (including risk assessments), health monitoring, nursing management, service navigation and supported referrals to consumers. • Work alongside GPs and clinic staff to identify non-clinical barriers impacting diagnosis, treatment adherence and outcomes. • Provide secondary consultation to clinicians regarding social complexity, risk, and system navigation. • Support development of shared care plans that integrate medical, social and community supports. • Reduce administrative and coordination burden for clinicians. • Ensure appropriate referral to and utilisation of health services and other agency services in the care and support of residents.
Care Coordination & System Navigation	• Coordination of care across medical, specialist, community, housing, income support, AOD and mental health systems. • Active liaison with specialists, hospitals and referrers to ensure continuity. • Follow-up patients who disengage due to barriers (cost, transport, literacy, trauma, migration status, etc.). • Support patients before and after key clinical moments (diagnosis, hospital discharge, treatment escalation).
Internal relationships	• Collaborate with Community Outreach Team, Manager Access and Outreach, and Access to Community Coordinator to achieve continual improvement • Support internal referrals to necessary health and social supports
Model of Care Design & Scaling	• Partner with the Manager Access and Outreach to design, test and refine a clinic-based model addressing social and structural barriers to care. • Document workflows, eligibility criteria, and role interfaces. • Contribute to evaluation, quality improvement and refinement. • Support planning for rollout across other AccessHC medical practices.
Professional Practice	• Act within the Nursing and Midwifery Board of Australia codes of conduct, professional standards, guidelines, legislation and regulations relating to the following areas: 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	• 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.

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AccessHC Values	Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality.			
Governance and Compliance	- 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.			
Workplace Health and Safety	- 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.			
Selection Criteria				
Mandatory selection criteria items - 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. Key selection criteria items - Registered Nurse Division 1 with registration with current practicing registration with AHPRA - Minimum 3 years post-graduate experience preferably within a community setting, or within or alongside general practice - 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)	Key skills and attributes - 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. - Care coordination in complex systems - System navigation expertise - Ability to translate social risk into clinically meaningful insights - Confidence working with senior medical practitioners - 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 is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner.

Authorisations	
Employee Name: Signature: _____ Date: _____	Manager Name: Signature: _____ Date: / /

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