



## WESTERN REGION HEALTH CENTRE LTD

### POSITION DESCRIPTION

<b>Position:</b>	<b>Community Health Nurse</b>
<b>Location:</b>	<b>4-12 Buckley Street, Footscray 3011 (However the position may be required to work from any of the Centre's sites).</b>
<b>Job Status:</b>	<b>Full Time / Fixed Term</b>
<b>Conditions of employment:</b>	<b>Victorian Nurses Award</b>
<b>Authority re Appointment:</b>	<b>Health Works – Program Manager</b>
<b>Reports To:</b>	<b>Team Leader – Health Care Team</b>

## WESTERN REGION HEALTH CENTRE

The Western Region Health Centre Ltd. is committed to improving the health and well being of the people who live and work in the Western Region by providing an accessible range of comprehensive, high quality and integrated health and welfare services.

The Centre is an organisation providing a range of health services to the community, predominantly in the City of Maribyrnong with some programs extending to neighbouring municipalities and state-wide. Services include:

- general practice
- community health
- allied health services
- refugee health
- dentistry
- services for people who inject drugs
- general, family violence and victims of violent crime counselling and support
- mental health, homelessness and outreach services
- services for people with complex needs

## HEALTH WORKS

Health Works, a program of the Western Region Health Centre, aims to improve the health and wellbeing of people who inject drugs in the western suburbs of Melbourne. The service provides a range of programs including:

- a needle and syringe program which provides users with clean injecting equipment
- a drug safety worker who provides education and health promotion activities for the injecting community,
- a Cambodian, Lao, Vietnamese worker who works with these communities to foster a greater understanding of harm reduction,

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**Date Revised:** *Jan 2011*

- a community education worker who raises harm reduction issues with the broader community
- a health care team, who provide holistic health services to people who inject drugs with a comprehensive mental health, STI, hepatitis C and HIV management program

All Health Works staff adheres to Health Works' values as indicated below:

*Health Works offers a holistic, social model of health care with the aim of addressing health inequities experienced by people who inject drugs. The service is confidential, innovative, responsive and based on a harm reduction framework encompassing community development principles to empower and educate people who inject drugs, in order for them to make informed decisions about their health.*

*Health Works is a multidisciplinary team that values personal, professional and academic experience. Staff work together, support each other, engage in reflective practice and are accountable to service users.*

## POSITION SUMMARY

The Community Health Nurse will operate as a member of the Health Care Team (HCT), providing clinical and non-clinical primary health and psychosocial interventions, health counselling and health promotion/education programs, individually or in groups, for people who are injecting drugs.

## RESPONSIBILITIES

### 1. Service Delivery/Clinical Care

The Community Health Nurse is responsible for working collaboratively with the Team Leader Health Care Team on elements of day-to-day service delivery to ensure the provision of high quality services to people who inject drugs by:

- Delivering quality primary health care services including assessment, treatment and review of the health care of people who inject drugs;
- Provide health services both onsite and on an outreach basis according to need;
- Work in conjunction with specialist medical and allied health service providers who may visit Health Works to deliver their respective health care services;
- Providing assistance to team members in their delivery of clinical services
- Ensuring ethical, responsible and professional goal directed, client focused services are provided.

### 2. Referrals/Linkages

The Community Health Nurse will:

- Arrange/implement referral to specialist health and dental services, providing means of transport or accompanying people who inject drugs to such services where required/appropriate;
- Establish and maintain active network links to connect people who inject drugs with welfare, support and other community services;
- Provide information and referral on substitution therapies, drug treatment and support services and, when requested by people who inject drugs, facilitate/assist access to such services.

The role of the CHN (and all members of the HCT) is not to case manage but to facilitate continuity in the delivery of health care services for people who inject drugs and actively link service users into other agencies, many of which will case manage.

### 3. Community Development

The Community Health Nurse is responsible for the development and ongoing maintenance of effective networks and consultative processes including:

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- In conjunction with all staff and people who inject drugs, develop, facilitate and deliver health promotion and education activities in relation to health and drug use;
- Support and raise community awareness on the rights of people who inject drugs to access quality healthcare services;
- Assist in the process of education on the above issues by participating in multidisciplinary health education programs in the community;
- Support/participate in relevant research, program evaluation, report writing and community development initiatives designed to identify service gaps, better guide service development and produce successful outcomes for people who inject drugs;
- Liaise with relevant service providers to promote Health Works, establish productive working relationships and effective referral linkages and to avoid service duplication;
- Maintain a link with the Community Health Nursing profession;
- Represent agency in forums, networking and working groups.

#### **4. Administration**

The Community Health Nurse ensures service delivery and accountability according to organizational guidelines by:

- Participating in the development, implementation and evaluation of service plans, policies, procedures and operational guidelines, and provide feedback to management;
- Adhering to administration requirements in relation to the use of equipment, eg motor vehicles, IT equipment, clinical equipment and maintaining personnel documentation;
- Ensuring professional standards of record keeping with regards to client files;
- Contributing as a team member, attend team meetings, participate in planning and other relevant activities;
- Ensuring statistical data is collected and accurate outcomes are communicated to the relevant individual (eg: Team Leader or Program Manager).

#### **5. Professional Standards/Development**

Where necessary, the Community Health Nurse will work with the team to ensure adherence to professional standards by:

- Developing and maintaining clinical standards of practice and skills by pursuing internal and external professional development opportunities;
- Seeking and maintaining accreditation and registration with the Victorian Department of Health, including completion of clinical competencies for blood borne virus pre and post test counselling;
- Participating in nursing related training hepatitis C and HIV training as available.
- Maintaining and developing standards of practice and skills by pursuing internal and external professional development opportunities.
- Participating in an annual Individual Development Review process with the Team Leader – Health Care Team;
- Participating in regular supervision meetings and an annual Individual Development Review process with the Team Leader – Health Care Team;
- Undertake specific projects or tasks as directed by Team Leader – Health Care Team
- Participating in information exchange and in-service sessions within the Health Works team and other relevant services;
- Adhering to and operate in accordance with established occupational health and safety standards and other policies and procedures of Health Works/Western Region Health Centre and Workplace Health Safety and Well Being standards within the organisation.
- Participating in WRHC Research & Evaluation projects as required.
- Participate in strategic planning and activities as required;
- Participating in regular supervision with the Team Leader of the Health Care Team.

#### **6. Other Duties**

The Community Health Nurse will:

- Participate in other aspects of Health Works' service delivery including the needle and syringe program and outreach activities;
- As requested by management.

#### **General Organisational Requirements (standard)**

- Participate in strategic planning and development activities as required.

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- Participate in WRHC Research & Evaluation projects as required
- Report on all areas of responsibility against performance targets as required.
- Undertake specific projects or tasks as directed by the Team Leader
- Participate in Health Promotion initiatives and activities as required
- Maintain information systems on relevant resources and implement relevant administrative procedures and systems.
- Participate in regular supervision meetings and an annual Individual Development Review process with the Team Leader
- Maintain and develop standards of practice and skills by pursuing internal and external professional development opportunities.
- Promote and represent the Centre as a caring, professional, and client-focused organisation, and its range of primary health and social support services.
- Adhere to Workplace Health Safety and Well Being standards within the organisation.
- Participate in the identification of risks to the program and organisation.
- Adhere to all Centre policies and procedures
  
- **Commitment to the philosophy of Western Region Health Centre (standard)**
- Commitment to the philosophy expressed in the centre's vision, goals and values statements
- Commitment to work within a community focused whole of population health approach, recognising the importance of providing a medical model within a holistic health response
- Commitment to working within a service which includes targeting of marginalised communities
- Commitment to providing services in a manner that is sensitive to the cultural background of clients.

<b>KEY SELECTION REQUIREMENTS</b>
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Applications are invited from suitably qualified and experienced people addressing the following areas:

**Essential**

- Registered Nurse eligible for registration by Australian Health Practitioner Regulation Agency (AHPRA) Division 1 of the Register and an understanding of independent nursing practice.
- Demonstrated experience or interest in providing health services to people who inject drugs.
- A sound understanding and commitment to harm reduction especially in relation to injecting drug use, health care access, blood borne viruses and other health risks.
- A sensitivity to and understanding of the issues and needs of people from culturally and linguistically diverse (CALD) communities who inject drugs.
- Ability to work as a part of a multidisciplinary team
- Highly developed interpersonal and written communication skills.
- Ability to develop harm reduction based, health promotion activities to reduce health risks associated with injecting drug use, and improve the general health of people who inject drugs.
- Computer literacy, including word processing and database skills.
- A current driver's licence.

**Highly Desired**

- Credentialling or an ability to be credentialed, as an HIV/hepatitis C pre and post test counselling accreditation and registration with the Victorian Department of Human Services.
- Experience working in a multidisciplinary workplace of similar setting.

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## CONDITIONS OF EMPLOYMENT

- The position is a full-time (76 hours per fortnight) position, funded by the Department of Health
- Remuneration and employment conditions will be in accordance with the Registered Nurses Award Classification Grade 3B, year commensurate with experience. Full-time positions are 38 hours per week, worked either as 5 shifts of 7.6 hours per week or 19 shifts of 8 hours per 4 week period. Part-time positions are not eligible for a rostered day off (RDO)
- Overtime is not a usual requirement of the position
- Salary packaging is available in accordance with organizational policy

### Other

- All internal WRHC work sites, including vehicles, are designated smoke-free environments
- A Victorian Driver's Licence is mandatory for this position

## OTHER RELEVANT INFORMATION

- WRHC is an equal opportunity employer
- **Pre-Existing Condition Declaration**  
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- **Proof of Right to Work in Australia**  
Documentation that proves the right to work in Australia will be required prior to appointment
- A pre-employment police check is mandatory for all new employees
- **Working with Children Check** - Appointment to the position will be subject to a satisfactory Working with Children Check
- **Voluntary Departure Package (VDP):** Recipients of Voluntary Departure Package (VDP) are ineligible to apply.
- Probation period of three (3) months
- Employees are requested to comply with the Centre's policy on staff immunisation

Employee signature: \_\_\_\_\_

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_

Manager name: \_\_\_\_\_ Date: \_\_\_\_\_