

## POSITION DESCRIPTION

<b>Position Title:</b>	Multidisciplinary Centre - Community Health Nurse
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
<b>Classification:</b>	Community Health Nurse (Sole)
<b>Site:</b>	This position is primarily based at our Bendigo Central site, however may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	22.8 hours per fortnight (0.3 FTE)
<b>Tenure:</b>	Ongoing
<b>Position description developed:</b>	July 2024
<b>Responsible to:</b>	Operations Manager- Primary Health Services

### ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

#### VISION

**Better health and wellbeing across generations.**

#### PURPOSE

**Supporting you and your family to live healthy lives.**

#### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

## TEAM ROLE

Sexual Assault Multidisciplinary Centres (MDCs) were introduced in 2006 to improve responses to sexual offences and child sexual abuse. The centres co-locate child protection practitioners, specialist police investigators and sexual assault counsellor/advocates with strong links to forensic medical personnel. These professionals work collaboratively to provide a victim/survivor centred, specialist, integrated and holistic response to victims of sexual abuse from a single location. This ensures that victim/survivors experience fewer service providers, more timely and accessible responses, increased sensitivity, privacy, and anonymity. The state government expanded the MDC model to incorporate a community health nurse at each MDC. The community health nurse will have a particular scope and focus, noting the importance of integration and linkages with the rest of the health system and appropriate structures for support and governance.

The MDC community health nurses will practice within the social model of health, providing needs identification, care planning, referral to appropriate services providers, education awareness-raising and develop local networks of care. Community health nurses will provide short to medium term care and provide an important link with other health and community services. They will also partner with other providers to assist with quality improvement and service planning activities for survivors of sexual assault. Community health nurses will report operationally to their employing community health centres whilst they primarily work in the six multi-disciplinary centres across Victoria, however, they will also have access to a state-wide Coordinator who will provide governance and leadership support.

## POSITION ROLE

1. To maintain and monitor, inclusive of innovations, health, and management systems within the MDC.
2. To play a key role in the provision of services, and referral to other services, to victims/survivors (including non-family members) of sexual assault and their families.
3. To work as a senior member of a collaborative team
4. To participate actively in the state-wide MDC Nursing network and BCHS.

## POSITION RESPONSIBILITIES

**The responsibilities of the position are:**

1. To assist, develop and support the ongoing implementation of comprehensive management and health systems to support the sustainable provision of MDC nursing services.
2. To provide nursing services within scope of competence, legislation, standards and professional knowledge, and knowledge of other appropriate services.
3. To engage clients to undertake initial needs identification and care planning with each victim/survivor.
4. To understand and advise victim/survivors about the health consequences of sexual assault and pro-actively refer them to appropriate healthcare services.
5. To provide tailored individual health and wellbeing support.
6. To provide education about health issues affecting MDC clients to:
  - MDC client groups
  - MDC service providers i.e., CASA, Victoria Police, Child Protection
  - Community organisations and health care providers
7. To continue to raise awareness about the role of the MDC and the health implications of sexual assault with other service providers.
8. To create strong networks and to work collaboratively with relevant local health services.

9. To maintain comprehensive and relevant client records and management systems according to funding and service agreements.
10. To participate in development of evaluation frameworks and collect data to assist in evaluating the MDC nurse role.
11. Other duties as directed.

## KEY SELECTION CRITERIA

### Essential

1. Registered Nurse Division 1 (Current registration with AHPRA).
2. Minimum of 3 years' experience community clinical experience.
3. Knowledge and understanding of how trauma affects people's lives, their service needs and service usage.
4. Sound knowledge of the health system, the social model of health, and a commitment to improving care across the spectrum.
5. Knowledge of mental health and impact from trauma.
6. Demonstrate a flexible approach to, and a broad understanding of the needs of victims of sexual assault, including implications for family members.
7. Excellent interpersonal, mediation and liaison skills with both internal and external stakeholders.
8. Demonstrated ability to work as a member of a multidisciplinary team.
9. Moderate computer skills in utilizing Trak, Best Practice, and Microsoft office programs.
10. Personal commitment to promoting equality, diversity, and human rights in all aspects of service delivery.
11. A demonstrated understanding of the importance of confidentiality in this setting, and a willingness to comply with BCHS privacy and confidentiality procedures.
12. A current employee Working with Children Check and Driver's Licence.
13. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

### Desirable

1. Mental health experience.
2. Qualifications and/or experience in primary health, community and family health, health education and mental health first aid.
3. Additional relevant nursing qualifications in sexual and reproductive health.
4. The ability to confidentially maintain accurate records in accordance with BCHS Procedures

## PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

## STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

**Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide service delivery to meet the funding and service agreement standards.
- Demonstrate positive outcomes for clients through your intervention e.g. Case studies
- Demonstrated evidence of integrated service delivery within the MDC.
- Actively participating in clinical, line management and peer supervision.
- Actively participate in BCHS accreditation and BCHS and DHHS reporting requirements.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

**Communication and Teamwork:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

**Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

**Administration and Documentation:**

*Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

**Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

### CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

### OTHER ESSENTIAL REQUIREMENTS

#### Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

### BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

### OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.