

POSITION DESCRIPTION

Position Title:	Community Health Nurse - Paediatrics
Award:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification:	Community Health Nurse (ZJ1)
Site:	This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	53.2 hours per fortnight (0.7 FTE)
Tenure:	Fixed Term to 30 June 2027
Position description developed:	February 2026
Responsible to:	Senior Leader Paediatrics & Early Years

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.

POSITION OVERVIEW

The Community Health Nurse – Paediatrics provides nursing support to our developmental and behavioural Community Paediatric Service. Working closely with our Paediatricians, GP, multi-disciplinary and administration team, this nursing position is an essential role within our clinic to enable patient flow, communication and referrals. This position also supports a regular paediatric clinic at a local Bendigo secondary school.

The Community Paediatric Service sits within the Family and Child Service area of BCHS. It is a bulk billing, developmental and behavioural paediatric service providing a team approach to health care for children and families in the Bendigo Region. With a focus on developmental and behavioural assessment and healthcare for children and their families who may otherwise not readily access the health system.

Requiring exceptional communication, administration and time management skills this is a pivotal role to ensuring efficient and quality clinical care. The nurse will have responsibilities in collaboration with the paediatricians, including the assessments and case management of paediatric clients and families. While this is a standalone practice nurse role, we have a team of other Paediatric Nurses across aligning programs offering support to an independent worker.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

- Undertake paediatric clinical health assessments and provide clinical proficiency in documenting in consumer files as designated to the role.
- Coordinate complex case management, including the main health issues and associated comorbidities of the consumer.
- Integrate the psychosocial, spiritual and cultural domains into assessment and care planning.
- Apply advanced paediatric clinical knowledge and critical thinking.
- Exhibit advanced levels of evidence-based decision making.
- Ensure all consumer files, audit tools and records, that meet professional and legal standards, are maintained in the required format in a timely manner.
- Provide consumer-centred, safe, equitable and timely nursing care.
- Communicate in clear and concise language/documentation advanced assessments, findings on conditions/disease, and management options with consumer, caregiver, families, and relevant care providers.
- Be a lead clinical contact specific to the specialty of Paediatrics Nursing (eg script requests, liaising with child protection, schools etc).
- Coordinate and be involved in case conferences including organising and accurate minutes.
- Attending school with a Paediatrician on a regular basis to provide Paediatric Services.
- Assist Senior Leader with administrative requests as required.
- Waitlist Management.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Registered Nurse (RN) with current Australian Health Practitioner Regulation Agency (AHPRA) registration.
2. Minimum three years clinical experience in Paediatric Nursing care, including the management/supervision of staff and service delivery.
3. Excellent time management and organisational skills.
4. Ability to work collaboratively and effectively with staff in BCHS and across a range of health services, organisational levels and clinical settings.
5. The ability to provide comprehensive and coordinated assessment case management skills to support the paediatricians.
6. Demonstrated contemporary knowledge and competencies required in a Paediatric Nursing role.
7. Demonstrated ability to work as a member of a multidisciplinary team with highly developed communication skills.
8. The ability to provide sensitive practice in response to consumer diversity.
9. A current Victorian driver's license.
10. A current working with children checks, police check and NDIS Worker Screening check.

Desirable

1. Experience in supporting accreditation processes.

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 high-quality service delivery to consumers and their families.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholder.
- Demonstrate positive outcomes for consumers through appropriate management and interventions.
- Demonstrate a consumer-centred service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for consumers.
- 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.