

## **JOB DESCRIPTION**

1. POSITION

**Casual Community Health Nurse, Quambatook & Pyramid Hill**

Employee Name:

2. RESPONSIBLE TO

CEO and the Team Leader Nurse in Quambatook & Pyramid Hill.

It is understood that the Nurse is responsible for the delivery of quality professional service.

3. QUALIFICATIONS

- *KNOWLEDGE & EXPERIENCE*  
Position requires registration with the Victorian Nursing Council preferably with post basic qualifications in a wide range of areas. Appropriate clinical experience is recommended.
- *INTERPERSONAL SKILLS*  
An ability to work independently and co-operatively with team members. To have well developed organisational and communication skills and to function with tact and diplomacy.
- An awareness and sensitivity to needs and understanding of staff, clients and general community.

4. SALARY AND CONDITIONS

According to The Registered Nurses Award Classification 3B Casual Rates. The Service will reimburse at the State Public Rate for any use of private vehicle while on duty. (Only applicable when vehicle is not available).

5. HOURS OF DUTY

Casual.

6. RESPONSIBILITIES

To provide a range of Health and Welfare Services to the communities of Quambatook & Pyramid Hill and to encourage an optimum level of health and wellbeing for clients as a casual backfill to the team of NDCHS.

7. DUTIES

a) *PARTICIPATION IN PRIMARY MEDICAL CARE*

- Assessment of client needs and implementation of emergency treatment in the case of illness, accident or emergency until the client can be seen by a medical practitioner or transferred for medical treatment.
- Home Care Nursing, providing professional care and assessment of environmental needs to provide optimum lifestyle for elderly and disabled persons confined to their homes.
- Provide ongoing and rehabilitative nursing care for clients following illness or discharge from hospital.
- Provide Palliative Care and family support as required.

b) *HEALTH PROMOTION*

- To promote health by any medium that is appropriate and to extend National and State Promotion Programs to the local community.
- To provide suitable information and resources on a wide variety of health issues to individuals, media, other professionals and community groups.

c) *ILLNESS PREVENTION*

To assist in research, planing and implementation of illness prevention and early detection programs that will lead to a decrease in illness and health risks in our Community.

d) *HEALTH EDUCATION*

To assist in research, planing, implementation and evaluation of health education programs with and for all age groups in the community on a wide variety of areas relevant to community needs.

e) *COUNSELLING & SUPPORT SERVICES*

To provide counselling and support services to families, individuals and community groups and refer such persons for further services when appropriate.

f) *LIAISON*

- To liaise with health professionals, community groups, statutory and non-government agencies and individuals in order that a co-ordinated service is available to the community.
- To liaise with other community health nurses and centres to promote professional development.

g) *STUDENT EDUCATION*

To assist students with research and education on health issues and community health nursing practices.

h) *ADMINISTRATION*

- To record and maintain accurate and confidential files on all clients.
- To maintain statistics for local Committee of Management and funding Departments.
- To collect and file appropriate health resources.
- Preparation of a monthly report to Committee of Management and attendance at meetings in a advisory capacity as requested.
- To be aware of funding sources and compile submissions with assistance.
- Attend Local Advisory Committee Meetings as required.

i) *ONGOING STAFF EDUCATION*

To attend appropriate workshops, conferences and inservice training relative to the needs and work in this area and to ensure nurses' skills are maintained and up to date.

Nurses are required to attend at least two educational programs annually.

j) *FLEXIBILITY*

Nurse must be willing to work flexible hours in order to meet community/client time frames.

k) *GENERAL*

- To comply with the codes of ethics, standards of practice and registration requirements as appropriate to your discipline.
- To respect at all times the rights of Clients to confidential care as listed in the Services' Client Rights Policy.
- To perform such other duties that enhance the image of the service being provided as required by the Management.

8. SAFETY

- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts of omissions in the work place.
- To report any hazardous situation immediately to the Manager or the Site Advisory Person.

**Signed in Acknowledgment:**

**Employee:** \_\_\_\_\_

**Management:** \_\_\_\_\_

Amended June 21<sup>st</sup>, 1999.  
Reviewed 5<sup>th</sup> Nov 2002  
Reviewed 4<sup>th</sup> August 2008  
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