

<b>Position title</b>	<b>Community Health Nurse – General Practice</b>
<b>Reports to</b>	<b>Clinical Nurse Coordinator</b>
<b>Award agreement</b>	<b>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028</b>
<b>Classification</b>	<b>CN4 – Community Health Nurse</b>

## About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: [www.yourch.org.au](http://www.yourch.org.au)

<b>Vision</b>	Health and wellbeing for everyone
<b>Purpose</b>	We partner with people and communities to deliver health and wellbeing services and promote equity
<b>Our organisational values</b>	<p><b>Courage</b></p> <ul style="list-style-type: none"> <li>• We are progressive</li> <li>• We are creative and resourceful</li> <li>• We challenge the status quo for the benefit of our communities</li> </ul> <p><b>Empathy</b></p> <ul style="list-style-type: none"> <li>• We are caring and inclusive</li> <li>• We celebrate and value diversity</li> <li>• We work collaboratively and respectfully</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• We are ethical, honest, reliable and fair</li> <li>• We listen and are accountable to our communities</li> <li>• We earn and build trust</li> </ul> <p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• We are outcomes-focused</li> <li>• We are adaptable and always learning</li> <li>• We continuously improve</li> <li>• We are creative and resourceful</li> </ul>

## **Statement of Inclusivity**

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

## **About the Medical team**

The GP Medical Practice & Specialist Clinic is part of the Primary Care Directorate, operating within a multidisciplinary community health centre. Our team collaborates closely with all staff across the organisation to deliver comprehensive care to our patients.

The role of the Community Health Nurse is integral to providing professional, high-quality, and holistic medical services within the GP Medical Practice & Specialist Clinics Team. This position offers nursing support to General Practitioners, Paediatrician Specialists, and other team members, ensuring the smooth and efficient running of the medical practice while maintaining an exceptional standard of care for all patients.

As part of a community health service with three locations, this role may involve travel between sites for various purposes, including continuing professional development, staff and student mentoring, and providing coverage during staff leave.

## **Services provided by the GP Medical Practice and Specialist Clinics include:**

- General medicine
- Immunisations
- Chronic Disease Management
- Aboriginal Health
- Health Assessments for all eligible clients
- Paediatrician clinic
- Pharmacotherapy clinic
- Refugee Health clinic
- Trans and Gender Affirming Care
- Vitamin D clinic
- Home Medicines Reviews

As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

## Position Purpose

The purpose of this position is to improve community health by providing comprehensive and sustainable primary health care. This is achieved through effective leadership, community engagement, and collaboration, ensuring timely access to the most appropriate services, including general medical practice, nursing, and allied health. The role supports a multidisciplinary team approach and prioritises education and evidence-based practice to meet both the current and future health needs of our communities.

## Position Responsibilities

- Perform clinical duties within the defined scope of practice, ensuring clinical competency in line with the best available evidence
- Lead patient education, community health and outreach programs, and health promotion initiatives using health literacy principles
- Responsibilities include, but are not limited to, triage, immunisations and injections, wound management, chronic disease management (including care plans and health assessments), and ECGs
- Assist General Practitioners with clinical procedures as required
- Maintain accurate and up-to-date clinical documentation
- Provide proficient, evidence-based chronic disease management
- Conduct preventative screening as part of patient care
- Plan and manage patient care in consultation with medical staff, while acting as a patient advocate
- Coordinate care in collaboration with other health care providers
- Provide direct and indirect supervision to other staff members within the organisation
- Support the delivery of safe, high-quality services
- Ensure staff and client confidentiality is always maintained
- Undertake ongoing professional development to enhance skills and knowledge
- Practice in accordance with the organisation's policies, nursing standards, and professional codes
- Demonstrate organisational values, including respect, dignity, and cultural safety

## Position Requirements

### Qualifications, Registrations and Licenses

- Relevant qualification in Nursing.
- Division 1 Registered Nurse with AHPRA (Australian Health Practitioner Regulation Agency)

### Skills, Experience and competencies

- Strong background in a General Practice setting with a solid understanding of its connection to the broader health sector and community health priorities
- Proficient in recall and reminder systems, clinical data management, and experienced with clinical software systems, with extensive knowledge of the general practice environment
- Excellent interpersonal and communication skills, including strong problem-solving abilities
- Willingness to work flexibly and responsibly in a dynamic and evolving environment
- Strong organisational and prioritisation skills

- Ability to work autonomously as well as collaboratively within multidisciplinary teams
- Commitment to continuing quality improvement, with experience in maintaining and leading efforts to meet accreditation standards

### Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures.

### General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

### Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

**Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.**