

Position Description

Name	Date
Position Title	Community Enrolled Nurse
Department	High Risk Accommodation Response (HRAR) Program
EBA / Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Classification	Enrolled Nurse (EN) – Level 3.3 1B75
Primary Site	Wangaratta Site With the occasional travel to other sites as required
Reporting to	Service Manager, Intergrated Primary Care
Direct Reports	Nil
Budgetary Responsibilities	Nil
Liases with Internally	GH staff, including Quality, Risk/Compliance, People Working Well roles & Gateway Health Staff
Liases with Externally	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> ▪ Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives. ▪ Community service organisations. ▪ Health services ▪ Other Not for Profit Organisations.
Program Information	The role of the service is to prevent, prepare and respond early to coronavirus infections in high-risk shared accommodation facilities, so as to minimise transmission. The service works to ensure safe, effective, person-centred and connected public health measures are in place to protect the health and wellbeing of residents. Gateway Health has been commissioned as the Lead provider commissioned by DFFS to coordinate delivery of the Ovens Murray High-Risk Accommodation Response (HRAR) to Covid-19. This program provides: <ul style="list-style-type: none"> • Objective 1 Catchment Planning • Objective 2 Community Engagement • Objective 3 Prevention & preparedness • Objective 4 Active linkage to health & social supports • Objective 5 Outbreak support.
Purpose of the role	This role will: <ul style="list-style-type: none"> • Provide a COVID-19-safe environment for residents, workers and visitors to facilities, and supporting non-government providers to deliver this for their residents, including through proactive prevention and rapid response to outbreaks.

- Work with community leaders, community health, local council, community services and other agencies to provide culturally safe supports across health, social services, material aid and other supports.
- Make culturally safe and appropriate health and support services readily available to residents across in-scope accommodation settings, either through targeted social supports in public housing, or connecting to existing services in other settings.
- Coordinate timely access to food and other essential supplies for coronavirus (COVID-19) positive residents and those who must self-quarantine, who have no other means of support.
- Provide and reinforcing public health messaging or supporting agencies to do so in private markets.
- Educate residents and landlords/providers about coronavirus (COVID-19) and how to prevent it harming individuals, families and communities.

<p>About Gateway Health</p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p>Vision: People Living Well</p> <p>Our Purpose: To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p>Our Values: Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services. We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p>Our Principles:</p> <p><i>We advocate for fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We respect the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We recognize the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We actively listen and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We believe a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We contribute to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p>Review of Position Descriptions: This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p>Code of Conduct</p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures • Maintain a high professional standard and work with integrity • Develop collaborative working relationships • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Improvement approach • Work within legislative and compliance framework.

Key Responsibilities and Accountabilities

Role Specific

- Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies.
- Funding and Service Agreement Targets are met to ensure Clients are exited from the program appropriately and timely.
- Provide evidence-based practice in line with professional and funding requirements
- Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures.
- Complete all program specific administrative tasks within the required time frames.
- All data is entered onto designated service databases, including excel spreadsheets.
- Databases are kept up to date at all times
- Timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy.
- Participation in regular performance reviews and appraisals
- Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software
- Active participation in Professional Development
- Active participation in specific clinical supervision
- Completion of Mandatory training

Financial Management

- Invoices raised and processed within funding / program deadlines

People

- Develop and maintain professional relationships with internal and external stakeholders.
- Contribute to productive and positive team meetings.
- Willingness to engage in a flexible work model that may require significant out of hours work and travel.
- Positively contribute to the culture and spirit of the HRAR team, work environment and to GH.
- Your behaviour is congruent with organisational values, behaviours and goals
- Contribute to the development of procedures and systems within this program
- Positively embrace and adopt change as it occurs.

Technical Skills / Industry Knowledge

- Comply with minimal funding requirements

Generic Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.

- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

1. Ability to behave in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary qualifications in Nursing, Social Work, Social Welfare, Psychology, Community Welfare Work or relevant equivalent studies.
3. Demonstrated well-developed interpersonal skills with the capacity to liaise effectively and using a variety of modes as relevant, with a wide range of clients and service providers in a clear and appropriate manner for the purpose and audience.
4. Information seeking, analytical and conceptual skills, with the ability to assess the needs of callers and clients in order to provide appropriate information and referral to services
5. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience.
6. A comprehensive knowledge of the range of generic and specialist service options available including health, welfare, financial and educational services and structure.
7. Ability to work outside of normal business hours, and off-site within the designated Local Government Area, where some overnight travel may be necessary in distant rural communities.
8. Minimum 3 years' experience within the community, health or welfare sector.
9. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client information management systems.

Mandatory Requirements

10. Enrolled Nurse – Current National Registration (APHRA)
11. Current Australian Drivers Licence or accepted International Drivers licence
12. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.

Desirable

13. Knowledge of health promotion & primary health care principles.
14. Sound organisational and time management skills
15. Demonstrated ability to be self directed and motivated.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by

(print name): _____

Employee Signature: _____

Date: _____