Position description

Registered Nurse-Eastern Melbourne Preventative Health Initiative

Section A: position details

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Registered Nurse- Eastern Melbourne Preventative Health Initiative</th>
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<tbody>
<tr>
<td>Employment Status:</td>
<td>Part time</td>
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</table>
| Classification and Salary: | Nurses Award 2010 Registered Nurse Level 2  
Salary Range $84,968 - $88,920 (pro rata)  
(Above Award salary dependent on experience) |
| Location: | Glen Waverley and Thomastown and possible co-locations at identified GP clinics |
| Hours: | Primarily day shifts Monday to Friday – 8:30am to 5:00pm |
| Contract details: | Maximum term contract until 30th June 2022 |

Organisational context

Neami National is a community-based recovery and rehabilitation service supporting people living with mental illness and psychiatric disability to improve their health, live independently and pursue a life based on their own strengths, values and goals.

We provide services in more than 50 locations, ranging from the inner-city and suburbs to regional and remote parts of Australia.

Our vision is for full citizenship for all people living with a mental illness in Australian society. Our mission is to improve mental health and wellbeing in local communities across the country.

We believe that recovery is an individual process and that with the right kind of support everyone can live a life based on their own strengths, values and goals for the future.

We use an approach called the Collaborative Recovery Model (CRM) to support people through our services. The CRM assists individuals to identify their personal strengths and values, to set goals and then helps them make progress towards achieving them.

As an organisation based strongly on our mission, vision and values, Neami is committed to demonstrating the highest standards of safety and quality across all of our services. Neami views quality, safety and clinical governance activities as key components of the role and responsibilities of all staff and an essential process in the provision of safe and high quality support services to consumers.

We are a smoke free organisation.
Position overview

The Eastern Melbourne Preventative Health Initiative (EMPHI) Registered Nurse is responsible for delivering an integrated approach to supporting an individual’s mental health and physical health needs for people living in the Eastern Melbourne Primary Health Network catchment. The position requires current registration with AHPRA.

The EMPHI Registered Nurse will:
- Deliver goal directed care planning whilst ensuring that the individual is included in the decisions of treating practitioners and teams
- Provide support that build the individual capacity to become a more active participant in their own care
- Co-ordinate care and communicate across the individual’s providers, including their usual GP
- Deliver care co-ordination in the community to facilitate access to services in the community
- Deliver care co-ordination that is flexible, delivering care when and where it is appropriate
- Provide tiered levels of support utilising brokerage funds that is tailored to meet the needs capabilities of the individual
- Work alongside internal and external stakeholders to support a holistic approach to service delivery. Demonstrated ability to work collaboratively within a multidisciplinary environment is a critical success factor

Eastern Melbourne Preventative Health Initiative

People with a serious mental illness have an increased likelihood of developing comorbid physical health conditions. It also appears that diagnosis and treatment of these conditions may be delayed in people with mental illness contributing to substantially higher levels of morbidity and mortality for those with a mental illness than the general population.

The Eastern Melbourne Preventative Health Initiative aims to support earlier identification and preventative intervention of physical health conditions for consumers with mental illness through efforts to embed better access, coordination, integration and information sharing between different health and community service providers.

This initiative will address key barriers experienced by mental health consumers in accessing and engaging in preventative health services, with a focus on individuals with moderate to severe mental illness. The program has five key focus areas: Breast cancer screening; Cervical cancer screening; Bowel cancer screening; Influenza immunisation; Smoking cessation. Outcomes will be achieved by supporting consumer with access, confidence, knowledge (including health literacy) and sector capacity building and service coordination. The program includes a focus on increasing access and addressing service gaps for identified hard to reach / underserviced target groups.

The program is underpinned by the principles of Recovery orientated practice, consumer-focused collaborative care, flexibility, safety and quality, and whole-of-person needs and will work in partnership with other key services, families and individuals.
Period of employment

Maximum term contract until 30th June 2022, subject to a 6-month probationary period.

Accountability

The Registered Nurse is accountable to the Service Manager.

Conditions of employment

The terms and conditions of employment will be in accordance with the Nurses Award 2010 – Registered Nurse Level 2 (Above Award salary dependent on experience).

A number of benefits are available to staff, including generous salary packaging with rewarding NFP fringe benefit tax exemptions.

Core requirements prior to any offer, or commencement of employment:

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<th>Requirement</th>
<th>Details</th>
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<tr>
<td><strong>Police check</strong></td>
<td>Criminal record checks are mandatory for all new appointments. Neami National will cover the cost of an Australian check. Where a new employee has lived outside of Australia for 12 months or more within the last 10 years, the cost of an International check will be borne by the applicant (~$142.00).</td>
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<tr>
<td><strong>Working with Children check</strong></td>
<td>A valid Working with Children check must be supplied by all new employees (employee responsibility).</td>
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<tr>
<td><strong>Car licence</strong></td>
<td>A valid Australian driver’s licence (P plate or above) must be supplied by all new employees.</td>
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<td><strong>Suitable Vehicle</strong></td>
<td>You may be required to use your own roadworthy vehicle insured to a minimum level covering 3rd party fire and theft (comprehensive cover is recommended). The vehicle must be capable of transporting multiple passengers in a safe manner. Reimbursement for km’s used is available, if required</td>
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<tr>
<td><strong>Right to work within Australia</strong></td>
<td>You must maintain a right to work in Australia, in the position and location of employment during your employment with Neami. You must comply with all terms of any such grant of a right to work in Australia.</td>
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<tr>
<td><strong>Clinical Registration</strong></td>
<td>At all times maintain annual registration requirements with the relevant body (AHPRA) including registration standards and continuing professional development (CPD)</td>
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<td><strong>Qualification</strong></td>
<td>Education and training history together with certified copies of all diplomas, degrees and any post graduate qualifications (copies to be supplied at Interview). Details of any endorsement or accreditation by colleges, associations or societies for provision of clinical services.</td>
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Section B: application procedure

To discuss the position, please contact:

Name: Stephanie Maggio
Title: Acting Service Manager
Contact Phone Number: 0437 663 754

Section C: key responsibilities

Provide direct physical health care co-ordination and support and to consumers within the community

- Work both independently and as part of a team and respond flexibly to demands and priorities
- Engage consumers and develop trusting and professional relationships
- Provide direct practical support to consumers to improve consumers’ health literacy and access physical health screening
- Participate in the intake processes of the program, including screening and assessment of consumers needs
- Follow all OH&S procedures to ensure safe work practices especially in the area of safety in outreach work
- Deliver a service that integrates with General Practice, other treating clinicians and the existing and emerging Stepped care options
- Coordinate services for the consumer including actively engage with consumers’ care team and coordination of their care team
- Identify, engage and develop relationships with relevant partners and stakeholders to meet program plan and objectives
- Participate in the regular collection of service data which can then be used to evaluate outcomes and assist with the continuous improvement of the service. Participate in the external research and evaluation of the service
- Work within the parameters of Neami’s policies and procedures in addition to any professional codes of conduct
- Ensure incident and critical incident reporting occurs in accordance with guidelines

Participate fully as a team member

- Using the team approach to support work, cooperate closely with team members to ensure continuity of care and provision of a comprehensive service to consumers
- Actively participate in reflective practice through team meetings, decision-making processes, service planning session, supervision and staff development activities
- Contribute and participate with management and colleagues in the development, implementation, monitoring and evaluation of the program
- Assist the team to regularly evaluate the effectiveness of the service in consultation with consumers
- Support Neami National efforts in reducing our impact on the environment and work towards a sustainable future
Maintain records and resources

- Collect, collate and maintain data on consumer contact
- With team members collect information on community resources
- Regularly report to the Manager regarding achievement of work plan
- Assist in the organisational reporting processes by providing relevant information and regular reporting

Clinical service delivery

- Provide professional practice in accordance with the National Competency Standards for the Registered Nurse
- Comply with the Code of Ethics for Nurses
- Work within the scope of the Code of Professional Conduct for Nurses
- Provide quality consumer care using an evidence-based approach
- Participate in regular audit processes to ensure compliance with regulatory bodies is maintained
- Regular monitoring of consumer related documentation to ensure compliance with applicable legal and regulatory bodies
- Provide services to consumers from a variety of cultural and ethical groups
- Actively participate in external clinical supervision, as required

Section D: key competencies

Creating diverse staff teams

The values, skills, attributes and commitment of our staff are key to our success and reputation as a national mental health service that provides high quality support services to people living with a mental illness.

We are strongly committed to further developing and diversifying our work force as part of our strategic directions.

We celebrate multidisciplinary teams and value the rich skills and experiences brought by applicants from a range of sectors and professional backgrounds.

Further depth is brought by those from diverse cultural backgrounds, Aboriginal staff, and those with lived experiences of mental illness and recovery, all of whom are strongly encouraged to apply for any roles that match their skills and interest.

The following competency criteria will inform our selection decision:

Nursing experience and knowledge

- Commands a sound level of knowledge and practice in chronic health and mental nursing
- Applies current knowledge of legislative obligations and regulatory requirements in the areas of Nursing for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
- Understands the Nurses Act, Mental Health Act and other legislation/policies applicable to the nursing profession
- Holds a valid current registration with Australian Health Practitioner Regulation Agency (AHPRA)
Adhering to principles and values

- Upholds ethical behaviour, consistent with values as characterised by honesty, fairness responsibility and hope
- Demonstrates integrity and credibility, and fosters open honest communication
- Demonstrates commitment to the organisation and its values

Working with people and building relationships

- Adapts to the team and contributes to a positive team dynamic
- Listens, consults others and communicates proactively to address conflict
- Develops and openly communicates self-insight such as an awareness of own strengths and areas for development
- Clearly conveys opinions and information verbally
- Establishes respectful professional relationships that have clear boundaries with consumers, staff and partner organisations
- Demonstrates an interest and understanding of others and relates well to people at all levels
- Gains agreement and commitment from others by engaging and gaining respect
- Promotes ideas on behalf of self or others and supports others to self-advocate
- Manages conflict in a fair and transparent manner

Communicating and facilitating

- Speaks clearly, fluently and honestly to engender trust
- Demonstrates awareness of, and ability to regulate own emotional reactions
- Adapts communication style to meet the needs of others, and identifies changing needs within a group
- Engages a diverse range of people, and facilitates groups with skill and confidence
- Produces new ideas, approaches or insights when working with consumers
- Describes the stages of recovery to facilitate a consumer’s understanding of the recovery journey
- Can creatively tailor group activities to engage and meet the needs of participants
- Uses self-disclosure in a purposeful, meaningful and safe way

Planning, organising and problem solving

- Manages time effectively
- Sources and organises resources required for a task
- Is accountable and proactive about reviewing progress and outcomes
- Appropriately follows instructions from others and understands and respects authority
- Exercises common sense in making judgments and seeks solutions to problems

Adapting and responding to change, and coping with challenges

- Adapts to changing circumstances and responds to the reactions and feedback of others
- Adapts interpersonal style to suit different people or situations
• Shows respect and sensitivity towards diversity
• Deals with ambiguity, making positive use of the opportunities it presents
• Puts appropriate boundaries around personal issues
• Maintains a hopeful and positive outlook even during challenging times at work
• Demonstrates self-awareness and ability to reflect and handle feedback well and learn from it

In addition you will need:
• Computer literacy