

## Position Description

<b>Position title</b>	Registered Nurse
<b>Reporting to</b>	Service Manager
<b>Employment status</b>	Permanent Part-time (0.5FTE)
<b>Classification</b>	Nurses Award 2010 Registered Nurse Level 2
<b>Team/Service</b>	Towards Home + Geelong
<b>Direct reports</b>	Service Manager
<b>Date</b>	June 20226

### PROGRAM OVERVIEW

Neami National delivers homelessness outreach, housing support and primary health (Nurse) services in Geelong and Frankston through the Towards Home+ initiative, funded by the Victorian Department of Families, Fairness and Housing (DFFH).

Towards Home+ is a key component of the Victorian Government's *Homelessness and Rough Sleeping Action Plan*, which focuses on rapidly rehousing people experiencing rough sleeping and providing coordinated, person-centred support to sustain housing and improve wellbeing.

Within this framework, Neami provides integrated outreach and supportive housing services, offering a continuum of care for people experiencing homelessness. Supports are guided by Housing First, recovery-oriented, and trauma-informed principles.

Services include assertive outreach, intensive case management, housing support, and access to primary health through the Homelessness Access Program (HAP – Funded through WVPHN) and RN outreach nurse. Neami delivers flexible, high-intensity support to assist individuals to secure and maintain housing, improve health outcomes, and strengthen community

## POSITION OVERVIEW

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The Registered Nurse is responsible for engaging with members of the community that are experiencing homelessness and providing health assessments, referrals to other services required, and support with wound care. The nurse will also be required to report the data associated with the daily engagements that will take place.

As part of the role, there will also be a requirement to participate in networking opportunities within the local community to further the aims of the program. This will require the applicant to liaise with GPs, practice managers, and other allied health services.

The role is placed across multiple sites in the Geelong region. This requires engagement with multiple teams, and multiple services throughout the week.

The community nurse will have a collaborative team-based approach and will report to the Towards Home + Service Manager and the Towards Home + Senior Practice Leader.

## THE POSITION

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### ***Key position Responsibilities, Duties and Accountabilities***

- Provide tailored in-reach support to consumers of the service in the community/clinical setting
- Deliver assessment and provide referrals to relevant services.
- Provide support that build the individuals capacity to become a more active participant in their own care
- Provide education and learning opportunities on health and homelessness
- Provide tiered levels of support to meet the individual needs
- Ability to work collaboratively within multidisciplinary environments
- Have relevant clinical experience working within an in-reach and recovery setting
- Engage consumers and develop trusting and professional relationships
- Deliver a service that integrates with General Practice, and other treating clinicians.
- Follow all WH&S procedures to ensure safe work practices especially around safety in outreach work
- 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.
- 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

- 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
- Projects or reports required by the leadership team as required
- Provide services to consumers from a variety of cultural and ethical groups
- Foster a learning environment by participating in reciprocal guidance and coaching with other staff to share clinical knowledge and develop and inform your own practice by drawing on the expertise and insights of other staff
- Participate in regular supervision and bi-annual performance review
- Actively participate in reflective practice through team meetings, decision-making processes, service planning sessions, supervision, and staff development activities
- Raise and seek to resolve any areas of conflict or dispute with other staff in an open, honest, and respectful manner
- Support Neami National efforts in reducing our impact on the environment and work towards a sustainable future

### **Records Management**

- Ensure records management obligations are met, in accordance with Neami National policies and procedures. This includes the retention of hardcopy and/or electronic records and ensuring files are accurate and kept up to date
- Commitment to understand consumer data requirements and the role of data, monitoring, evaluation and research activity in organisational culture, operations and strategy
- Commitment to support activities related to planning, collection, analysis, reporting and use of consumer data

### **ORGANISATIONAL ACCOUNTABILITIES**

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- Act at all times in accordance with the Neami National Code of Ethics
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management

- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

## **THE PERSON**

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### **Experience, Knowledge, Qualifications, Skills and Attributes**

#### ***Essential***

- A valid and current Australian Driver's license
- A valid and current Working With Children Check
- Registered nurses must hold a valid current registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrates an interest and understanding of others and relates well to people at all levels
- Demonstrates self-awareness and ability to reflect and handle feedback well and learn from it
- Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines.
- Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a diplomatic manner
- Ability to work productively in a fast paced, changing and agile environment
- Ability to establish respectful professional relationships that have clear boundaries with consumers, staff and partner organisations
- Ability to adapt communication style to meet the needs of a diverse range of people, and identifies changing needs within a group

## **ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

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This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

By signing your employment agreement, you acknowledge that you have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.