

Growing Together Clinic



Enrolled Nurse – at a developmental paediatrics clinic

Location: Growing Together Clinic PTY LTD

Employment Type: 76 hours / fortnight Full-time (Part-time position will be considered)

Clinically Reporting To: General Practitioner, Practice Nurse (RN)

Organisationally Reporting To: Practice Manager, Directors

About Us

We are a growing multidisciplinary paediatrics clinic dedicated to providing timely, coordinated care for children with developmental, behavioural and learning needs. Our team works closely with families, schools, allied health professionals and medical practitioners to deliver comprehensive assessments and support plans that help children reach their full potential.

We are seeking an Enrolled Nurse who is organised, approachable and genuinely enjoys supporting families through their assessment journey. This role offers the opportunity to develop specialised skills in developmental paediatrics while working in a supportive, clinician-led environment.

Position Purpose

The Enrolled Nurse (EN) plays a key role in supporting the delivery of high-quality, family-centred care within the clinic. Working under the supervision of the General Practitioner, the EN assists with patient intake, information gathering, clinical coordination, developmental assessments and ongoing patient support.

The role requires strong organisational skills, attention to detail and the ability to communicate effectively with children, families, schools and healthcare providers.

Key Responsibilities

Clinical and Assessment Support

- Assist with patient intake, history taking and collection of developmental information.
- Gather, review and collate information from parents, schools, therapists and other healthcare providers.
- Prepare assessment documentation and clinical summaries for review by the treating GP.
- Support consultations and follow-up appointments through preparation, coordination and patient education.
- Monitor and report relevant clinical information to the treating GP.
- Assist with clinical procedures and observations within scope of practice where required, including to act as chaperone, where required, during patient interactions with the GP and Paediatrician
- Work closely with the GP, through case conferences and informal discussions, and Paediatrician to support developmental and behavioural assessments.

Care Coordination

- Act as a key point of contact for families throughout the assessment process.
- Coordinate communication between families, schools, allied health providers and medical practitioners.
- Support referrals, follow-up activities and implementation of care recommendations.
- Assist families to navigate assessment pathways and available support services.

Patient Experience

- Provide compassionate, respectful and child-centred care.
- Build positive relationships with children and families, creating a welcoming and supportive environment.
- Communicate clearly and professionally with patients, carers and external stakeholders.
- Maintain confidentiality, privacy and professional boundaries at all times.
- Support administrative duties in the absence of reception staff

Documentation and Administration

- Maintain accurate, timely and comprehensive clinical records.
- Assist with preparation of correspondence and assessment documentation.
- Ensure information received from schools, therapists and external providers is appropriately recorded and managed.
- Support recalls, reminders and ongoing care coordination activities.
- Contribute to efficient clinical workflows and administrative processes.

Quality and Safety

- Practice within the scope of an Enrolled Nurse and in accordance with the Australian Health Practitioner Regulation Agency (AHPRA) and the Nursing and Midwifery Board of Australia (NMBA) standards.
- Maintain infection prevention and control standards.
- Participate in quality improvement activities and accreditation processes.
- Contribute to a safe, professional and collaborative workplace culture.
- Report incidents, risks and concerns in accordance with clinic policies.

Teamwork and Professional Development

- Work collaboratively with medical practitioners, allied health professionals and administrative staff.
- Participate in team meetings, case discussions and professional development activities.
- Maintain clinical knowledge and skills relevant to developmental paediatrics.
- Contribute positively to a supportive and respectful team environment.

What We Offer

- A supportive, clinician-led environment where your contribution is valued.
- Strong administrative systems and established workflows.
- Opportunities to develop specialised skills in developmental and behavioural paediatrics.
- A collaborative multidisciplinary team culture built on respect, communication and shared learning.
- Meaningful work that makes a genuine difference in the lives of children and families

About You

Essential Requirements

- Current registration as an Enrolled Nurse with AHPRA.
- Current Disability Worker Screening Check (Qld Yellow Card).
- Current First Aid and CPR Certificates.
- Excellent communication and interpersonal skills.
- Strong organisational skills and attention to detail.
- Ability to manage multiple sources of information and competing priorities.
- Proficient computer and documentation skills.
- Commitment to child-centred and family-focused care.

Desirable

- Experience in paediatrics, developmental health, primary care or community health.
- Experience coordinating care across multiple providers.

- Understanding of neurodevelopmental conditions including ADHD, Autism Spectrum Disorder and learning difficulties.
- Experience working with children and families in a healthcare setting.

Personal Attributes

We are looking for someone who is:

- Warm, approachable and empathetic.
- Calm and professional when supporting families through complex assessments.
- Organised, reliable and proactive.
- Able to build rapport with children, parents, schools and healthcare professionals.
- Committed to continuous learning and professional growth.
- Enjoys being part of a small, supportive team.

Key Success Measures

- High-quality patient and family experience.
- Accurate and timely collection of assessment information.
- Effective coordination between families, schools and healthcare providers.
- Strong clinical documentation and record management.
- Positive contribution to team culture and clinic operations.

Salary

- \$90,000 per year
- Access to additional financial support for professional development and study leave available through discussion and director approval

Closing date

- 22nd of June 2026 or when appropriate candidate is found