



POSITION DESCRIPTION

POSITION TITLE:	Practice Nurse
PROGRAM:	The Centre Clinic, Equinox / PRONTO! - Clinical Services
STATUS:	Full Time (38hrs per week), Ongoing
REPORTING TO:	Clinical Services Manager
LOCATION:	200 Hoddle Street, Abbotsford and 3A/79-81 Fitzroy Street, St Kilda
CLASSIFICATION:	Thorne Harbour Health Limited Enterprise Agreement 2026 & Nurses Award 2020/Registered Nurse - Level 2. Thorne Harbour Health pays above award rates.

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health (THH) is a community-controlled health organisation governed by our members and accountable to the *communities we serve*.

THH began as the Victorian AIDS Action Committee in July 1983 and for 40 years, the organisation has led the Victorian community's response to HIV and AIDS. Thorne Harbour Health is now responding to a broader range of issues and began operations in South Australia in 2015. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

A world where our communities are healthy and live safely, with dignity and wellbeing.

Our Mission

To deliver community-led and culturally appropriate health and wellbeing programs informed by and responsive to our communities, always advocating to reduce stigma and discrimination.

The Communities We Serve

When we talk about 'the communities we serve', language matters. We use words in ways that acknowledge and demonstrate respect for the way we describe our bodies, genders, and relationships. The terminology our communities use is complex and evolving, and identities can shift and change over the course of a person's life. We now use the LGBTIQ+ acronym as a collective term, but not all see it as inclusive enough. At Thorne Harbour Health, the communities we serve are made up of unique people with diverse backgrounds and experiences who identify as lesbian, gay, bisexual, people with innate variations of sex characteristics, trans and gender diverse, non-binary, intersex, queer, other sexualities, gender bodily diverse people, and all people living with HIV. HIV continues to be important to us because it's where we began and will always be part of our communities'

experience. While we remain committed to using and advocating for inclusive language and will endeavour to always describe people in the way they describe themselves, for the purpose of communication and accessibility of this strategic plan, we will use the term 'our communities' when referring to the diverse communities we serve.

This strategy is informed by our communities. We acknowledge the people we have lost to HIV, transphobia, homophobia, stigma, and discrimination. We acknowledge the learnings and guidance from our communities' elders and honour their legacy.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Centre Clinic

The Centre Clinic is an AGPAL Accredited General Practice that exists to provide high quality medical and allied health services to the LGBTI community and people living with HIV (PLHIV). The clinic has approximately 4000 patients, including approximately 600 living with HIV.

The Centre Clinic engages both GP Registrar Trainees in Extended Skills training positions and contracts specialist GPs who have undertaken training, enabling them to prescribe Highly Specialised Drugs from the S100 program to treat or prevent HIV Infection.

Equinox is a THH operated, AGPAL Accredited General Practice that caters exclusively to the Trans and Gender Diverse (TGD) community.

The primary objective of Equinox is to reduce the barriers that TGD people, binary and non-binary, face in accessing primary health care services and to contribute to the enhanced health and well-being of members in this specific community. The service is guided by a consultation process with the THH Trans Advisory Group that consists of a selection of TGD community members and representatives from a wide array of community support and action groups.

Equinox aims to reduce barriers to TGD health and well-being by:

- Providing trans affirmative health services that reflect and serve the needs of the TGD community
- Ensuring that all TGD clients are treated respectfully and with dignity
- Providing an environment where clients are safe and able to present their own gender identity without judgment or discrimination
- Providing services that are cost effective and affordable to the TGD community

PRONTO! is the Thorne Harbour Health peer HIV testing program that has operated since 2013. In this time, the Peer Test Facilitators have provided health promotion education to and tested over 13,000 Gay/Bi/Men who have sex with men (MSM) for HIV. Over 80 men from a wide range of ages, cultures and sexual identities have been diagnosed with HIV and provided support and referral by this service. In 2016, the program expanded to provide Peer STI testing services and has since tested over 8,000 men for STIs. The Peer Test Facilitators work in collaboration with onsite General Practitioners and Nurse Practitioners who provide Pre-Exposure Prophylaxis (PrEP) and STI treatment services.

HIV testing is a key HIV prevention strategy for Gay/Bi/MSM in Australia. Increased coverage and frequency of testing for HIV amongst high-risk gay/Bi/MSM who have sex with men is an effective public health intervention to reduce future transmissions of HIV.

PRONTO! PrEP Clinic

PRONTO! PrEP Clinic work in collaboration with Equinox and PRONTO! clinics. The clinicians have a specialist interest in PrEP and PeP prescribing, BBV and STI testing, treatment and management.

PRONTO! PrEP Clinic is staffed by AHPRA registered General Practitioners and Sexual Health Nurse Practitioners.

Service culture

Thorne Harbour Health medical services are designed to offer a friendly, non-clinical and inclusive environment. An open style of communication is encouraged between workers and guests/clients of the service. A safe environment is always a paramount consideration. The service culture is accountable and respectful and a place where uncertainty or stressful situations do not negatively affect professional relationships or patient experience.

Both clinicians and the support team always engage with clients and visitors in ways that maintain the integrity, reputation and function of the service with particular regard to the principles of privacy and confidentiality.

3. POSITION ROLE AND RESPONSIBILITIES

This position supports The Centre Clinic, Equinox and PRONTO! clinicians, admin team, and clients. The role is primarily based at The Centre Clinic (3 days a week) and 1 day a week at Equinox/Pronto! As a Registered Nurse, the applicant will provide nursing support to the clinical team. The applicant will provide relevant and current service information to new and existing clients with the aim of reducing their access barriers to culturally safe and appropriate healthcare.

Key roles and responsibilities of the Registered Nurse include:

- Creating and implementing health assessments, care plans, team care arrangements and EPC referrals in collaboration with the patient and their GP
- Providing mediation support for clients during feedback and complaints processes
- Building and maintaining relationships with primary, secondary and tertiary health service providers and other local community-based services
- Undertaking data collection and reporting for program monitoring and evaluation purposes.
- Utilising data extraction tool Polar to assist in quality improvement activities including working with GPs to produce clinical audits, generating patient lists for specialized reminders and extracting patient data for health promotion activities and chronic disease management planning
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Provide triage support to front desk administration team
- Provide phlebotomy services to registered patients
- Provide nursing support to GPs including giving hormone injections, procedure set up, cervical screening, ear cleaning, wound dressing, ear syringing, STI screening / treatments and other clinical tasks within scope of practice
- Assist clinicians in minor medical procedures
- Maintain clinical medical supplies, ensuring systems for stock logging, rotation and expiry checks are in place and utilised
- Responsible for vaccine fridge supply ordering and stock management, including adhering to Strive For 5 Guidelines and reporting cold chain breaches to regulatory authorities
- Manage patient clinical recall and reminder system
- Provide released pathology results to patients and facilitate treatment follow up as delegated by clinicians
- Chaperone vulnerable patients
- Assist in medical emergencies (seizures, fainting, adverse effects)
- Be staff member responsible for ensuring infection control and vaccine cold chain management policy and procedures are implemented and followed in the practice

- Provide training support to support staff in infection control, manual handling, site safety maintenance and triage
- Establish and maintain respectful, collaborative and productive working relationships with colleagues, current and potential stakeholders and agency partners
- Work within the parameters of the Thorne Harbour Health privacy policy and adhere to all Thorne Harbour Health policies and procedures, including professional codes of practice
- Support management in preparation for practice accreditation
- Act up in Practice Manager role as leave cover
- Maintaining emergency and Doctors bag drug supply and ensuring that logbooks are accurately maintained
- Coordinating care pathways to optimize patient health outcomes through preventative health and planned care initiatives
- Health education initiatives (eg medications, diet, lifestyle coaching) with an emphasis on chronic disease management
- Represent The Centre Clinic, Equinox / PRONTO! in wider organizational committees and forums
- Other duties as directed and dependant on service or operational need.

4. KEY SELECTION CRITERIA

Skills and experience

- Have current unrestricted AHPRA nursing practice registration and general practice nursing experience, including competent phlebotomy skills.
- Be able to demonstrate an understanding and sensitivity to the issues facing the LGBTQIA+/PLWHIV communities and an understanding and commitment to rights-based and person-centred when working with these communities, with an emphasis on informed consent and self-determination.
- Demonstrated commitment to working with trans and gender diverse, binary and non-binary communities and competence in working collaboratively with clients to identify treatment/support needs in primary healthcare
- Be able to work independently, have time management and organisational skills and be highly self-motivated
- Experienced in working with LGBTIQ+ clients that have experienced trauma and an ability to provide trauma informed care to vulnerable populations
- Excellent interpersonal skills including the ability to work with people from culturally and sexually diverse backgrounds
- A thorough understanding of privacy and confidentiality principles and practices and an ability to apply these in a primary care setting
- A commitment to working with MSM, TGD and non-binary communities and to undertake ongoing professional development as relevant to the role

Desirable

- Experience working in the health or community sector with a focus on clients with complex needs
- Endorsed Nurse Immuniser with Immunisation Certificate
- Cervical Screening provider
- An understanding of, and affinity with, the communities we serve.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the Thorne Harbour Health Limited Enterprise Agreement 2026 and Nurses Award 2020. The classification for the position is Registered Nurse - Level 2.
- Salary packaging is available at Thorne Harbour Health. It is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the Thorne Harbour Health Limited Enterprise Agreement 2026.
- The position is for 38 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Candidates must have full working rights in Australia and may be required to provide proof of this eligibility.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Victoria) (Duties of Employees) or Section 28 of the *Work Health and Safety Act 2012* (South Australia) (Duties of Workers).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to via our job listing in Employment Hero.

For further enquiries please contact Ellis Nardella, Clinical Services Manager via email - ellis.nardella@thorneharbour.org

Applications close on Sunday 23rd August 2026

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.