

Position Description

Position Title	Registered Nurse
Reporting To	Service Manager/Team Leader
Employment Status	Part Time Maximum Term
Classification	Registered Nurse Level 2 (NRN2)
Team/Service	Northern Melbourne Psychosocial Support Service (NPSS)
Direct Reports	N/A
Date	September 2026

PROGRAM OVERVIEW

Northern Melbourne Commonwealth Psychosocial Support (NCPS) is funded by the North Western Melbourne Primary Health Network (NMPHN) as a response to the sectoral gap for consumers with a psychosocial disability that were not eligible for NDIS. As a Commonwealth funded service forming part of National Psychosocial Support Measure, CPS provides consumers recovery-oriented support through coaching and group-based activities within their local communities.

Integrated Chronic Care (ICC) is an additional service with the NCPS program to improve health outcomes for people experiencing severe and persistent mental illnesses through a combination of supports from a Registered Nurse and Lived experience worker. The ICC program supports to achieve improved health outcomes including better self-management for chronic conditions and preventive health measures.

POSITION OVERVIEW

The Registered Nurse (RN) provides high-quality nursing care as part of a multidisciplinary team. The role delivers comprehensive nursing services to consumers with a range of health needs, supporting wellbeing, safety and positive health outcomes across community and/or clinical settings.

Practising autonomously within their professional scope, the RN undertakes assessment, care planning, implementation, evaluation, and coordination for nursing care. The role integrates therapeutic engagement, clinical monitoring and health education, while promoting trauma-informed, and culturally safe practice.

The RN contributes to service quality, safety, and continuous improvement initiatives, and may provide clinical guidance, delegation and supervision to Enrolled Nurses and students where relevant to the program.

THE POSITION

Key position Responsibilities, Duties and Accountabilities

Service Delivery

- Provide support to consumers in alignment with Neami's Collaborative Relational Practice (CRP) and Co-creating Safety approach.
- Complete relevant assessments for consumers accessing the service.
- Lead collaborative safety planning using crisis assessment, evidence and consumer partnership; document and revise plans based on evaluation.
- Conduct clinical observations including vital signs (such as temperature, pulse, BP, blood glucose) as required. Identify early signs of deterioration.
- Deliver evidence-based trauma-informed nursing intervention including psychoeducation, therapeutic engagement, motivational interviewing, behavioural activation, crisis de-escalation and safety planning as required.
- Conduct consumer physical screening and wound care as required.
- Lead development and evaluation of consumer care plans and coordinate with multidisciplinary teams.
- Identify and reports risks and respond appropriately to mental health deterioration, behavioural escalation or crisis events.
- Initiate referrals across stepped-care; ensure warm handovers and follow-up as required.
- Support the consumer with relevant skill building strategies as required.
- Support the establishment and maintenance of relationships with key stakeholders including referral partners and local organisations to support sector integration and continuity of care.
- Facilitate a strong clinical governance and provide clinical advice and guidance to the program team in partnership with program leaders.
- Ensure culturally responsive care is provided using interpreters when required and adapting interventions appropriately.
- Lead comprehensive documentation and structured handover including dynamic risk notes.
- Provide information, support, and education to families and carers as appropriate.
- Lead service audit activities, incident reviews, and quality improvement projects as required.
- Provide approved medication administration to consumers as required under state or territory regulations and monitor adverse reactions.
- Work and act independently within the parameters of the role, demonstrating professional autonomy and an ability to decide when it is appropriate to refer to senior staff for guidance.

- Oversee and respond to safety and environmental risks during after-hours as required in line with local program requirements.
- Provide psychosocial supports to consumers including group programs as required.
- Attend outreach appointments as required.
- Participate in community engagement activities as required.
- Supervise and delegate care to ENs, student nurses and others as required providing timely direction, education and support to ensure care aligns with consumer goals and service capacity.

Participate Fully as a Team Member

- Maintain a good working knowledge of and adherence to all standards and legislation relevant to the role and actively contribute to own personal development.
- Collaborate closely with team members to ensure continuity of care and a quality, comprehensive service for consumers and carers.
- Contribute and participate with management and colleagues in the development, implementation, monitoring and evaluation of the program.
- Contribute to the development of policies relevant to the program as required.
- Actively participate in reflective practice through team meetings, decision-making processes, service planning sessions, supervision and staff development activities.
- Engage with your supervisor in completion of a probation assessment, an annual performance review, regular supervision and a corresponding training and development plan.

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 service consumer data requirements and to collaborate with consumers to gather relevant data.
- Consideration of individual and aggregated consumer data to inform practice and continuous service improvement.

ORGANISATIONAL ACCOUNTABILITIES

- 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.
- Have a commitment to the safety and wellbeing of children and young people.
- Work in line with Neami Credentialling and Scopes of Practice Policy and related procedures, including working within your individual scope of practice.
- Maintain awareness of the mental health consumer movement, lived experience practice, and peer workforce models. Additionally, ensure a commitment to understanding and championing lived experience principles and practices, and actively support the lived experience workforce as an ally.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed.

THE PERSON

Experience, Knowledge, Qualifications, Skills and Attributes

Essential

- Bachelor of Nursing (or equivalent); current annual CPD meeting regulatory requirements.
- Registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a current Certificate of Registration. It is a responsibility of the incumbent to maintain all registrations requirements with the appropriate registration authority and continuing professional development.
- Ability to maintain professional boundaries, demonstrate empathy and build trust.
- Strong capacity to engage effectively when working with discomfort, distress and people experiencing crisis.
- Ability to work autonomously, manage competing demands and exercise sound judgement.
- Experience in working as a member of a multi-disciplinary team with the ability to inspire and facilitate team commitment and cooperation.
- Ability to adapt communication style to meet the needs of a diverse range of people and identify changing needs within a group.
- Knowledge of trauma informed care.
- Strong computer literacy and written communication skills.
- A valid Working with Children Check.

Desirable

- Demonstrated experience in a community and/or clinical setting.
- Demonstrated experience in mental health nursing practice.

- Completed a post graduate qualification in Mental Health Nursing.
- Completed 'Through their eyes' training (SA only).
- Hold a current and valid driver's licence. |

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

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.