



Position:	Immunisation Nurse (PN-PHD015)
Division:	Public Health Division
Section:	Continuous Quality Improvement (CQI)
Salary Level	NL 3
Position Reports to:	PHN Immunisation and Infection Control
Location:	Alice Springs (with potential remote visits)
Last Review:	September 2026

Role Description

The Immunisation Nurse plays a key role in enhancing Congress' capacity to prevent and control vaccine-preventable diseases, ensuring alignment with national immunisation standards and achievement of key performance indicators. Working across town-based, remote, and outreach clinics, the Immunisation Nurse delivers safe, evidence-based vaccination services that are timely, culturally appropriate, and responsive to community needs. The role involves close collaboration with the Healthy Kids Clinic, Continuous Quality Improvement (CQI) team, and other primary healthcare teams and staff to target priority populations, improve immunisation coverage rates, and contribute to the overall health and wellbeing of the communities Congress serves.

Team Description

Vaccination is one of the most effective and cost-efficient strategies for preventing infectious diseases and saving lives. Through a partnership between NACCHO and Congress, the dedicated Vaccination Uptake Support Program strengthens the organisation's capacity to prevent and control vaccine-preventable diseases, with a focus on reaching vulnerable community members. The Immunisation Nurse works autonomously as part of a large, multidisciplinary primary healthcare team—comprising GPs, Nurses, Aboriginal Health Practitioners, and support staff—delivering services across town-based, remote, and outreach clinics.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

MAIN DUTIES

(This is not a comprehensive list of all duties required of the position)

- Coordinate and deliver nurse-led immunisation clinics in town, remote, and outreach settings, ensuring services are timely, culturally appropriate, and client-focused;
- Prepare and maintain equipment and vaccine stock for town and outreach clinics, ensuring adequate supplies, cold chain compliance, and readiness for scheduled sessions;
- Administer immunisations safely by integrating theoretical knowledge with clinical expertise, in line with current evidence-based guidelines and organisational protocols;
- Work in partnership with multidisciplinary primary healthcare teams to provide holistic, client-centred care that meets individual and community needs;
- Identify and engage with vulnerable or under-immunised clients in collaboration with Continuous Quality Improvement Facilitators, with a focus on children under 5, adolescents and older adults aged 65+;

<p>WORK ORGANISATION</p> <p><i>(Planning and coordination)</i></p>	<ul style="list-style-type: none"> • Utilise the Australian Immunisation Register (AIR) to review clients' immunisation histories, identify outstanding vaccines, and update records promptly; • Maintain accurate clinical documentation in Communicare and ensure timely and correct data upload to AIR; • Undertake regular outreach visits to remote clinics, providing immunisations and follow-up care in line with community health priorities and service plans; • Undertake other duties (and training) that are safe, legal, logical, and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification; • Support the PHN Immunisation and Infection Control with other activities as required (eg Staff immunisation, outbreak response etc)
<p>WORK HEALTH AND SAFETY</p>	<ul style="list-style-type: none"> • Supports nurse-led immunisation services, ensuring smooth operation of town, outreach, and remote clinics; • Works autonomously within scope of practice, exercising sound clinical judgment and decision-making in the planning and delivery of immunisations; • Plans, schedules, and coordinates clinic visits in collaboration with other health team members and service managers, ensuring alignment with community needs; • Organises and prioritises workload to meet service delivery targets, maintain vaccine stock levels, and adhere to cold chain requirements; • Maintains effective communication and workflow between town-based and remote clinic teams to ensure continuity of care and follow-up for clients; • An understanding that from time to time, there may be a requirement for deployment to other Congress Clinics; • Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision, and values outlined by the board; • Take all reasonable steps to support the employment, professional development, and promotion of Aboriginal people across all parts of Congress;
<p>VALUES AND BEHAVIOURS</p>	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Respect, Accountability, Compassion and Self-determination; • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress; • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information;

Person Requirements *(Qualifications & Attributes)*

ESSENTIAL

1. Registered Nurse with current AHPRA registration and Immuniser qualified.
2. Demonstrated recent clinical skills, knowledge and experience as a Registered Nurse.

3. Knowledge of the Australian Immunisation Handbook, the Australian Immunisation Register, the National Immunisation Program, and the Northern Territory Immunisation Schedule, and the ability to assess and interpret this information.
4. Strong interpersonal and communication skills, both written and verbal.
5. Demonstrated ability to work autonomously and within a multidisciplinary team.
6. Well-developed time management and organisational skills.
7. Ability to work well under pressure and be flexible to changing priorities.
8. Current Driver's Licence.
9. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations.

DESIRABLE

1. Experience working in community or nurse-led clinics with minimal supervision.
2. Demonstrated understanding of and commitment to the principles of primary health care.
3. Is of Aboriginal descent; identifies as an Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community.

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check and be compliant with Employee Vaccinations.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised by: Chief Medical Officer

John Boffa

September 2026

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name	Signature	Date
Supervisor Name	Signature	Date