



POSITION DESCRIPTION

COMMUNITY HEALTH NURSE

This position description describes the scope and skills required of the Community Health Nurse-Early Intervention in Chronic Disease (EliCD) at MonashLink Community Health Service. The position description may be subject to periodical reviews.

POSITION: **COMMUNITY HEALTH NURSE – 0.5 EliCD 0.5 Community Health**

REPORTS TO: Team Leader – Children and Community Team

LOCATION: Based at MonashLink
Community Health Service

ORGANIZATIONAL CONTEXT:

MonashLink Community Health Service is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to residents of the City of Monash.

The MonashLink Vision is: *“to be a leader in community health, working collaboratively and responsibly to provide the highest quality services that will improve the health and well-being of the community in and around the City of Monash.”*

Underpinning principles in achieving this vision are that MonashLink:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual’s access to health services and plans and delivers our services accordingly

Recognises that client, community and staff engagement in all aspects of our activities is essential for effective governance and

Strives to provide quality services, in a professional, timely manner, to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired who use sign language as their primary mode of communication

Is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

The MonashLink Guiding Values are:

Quality, Accountability and Leadership.

POSITION OBJECTIVE

The position of Community Health Nurse exists to ensure the efficient and effective provision of high quality preventative, rehabilitative and curative nursing and health education services to individuals, families and groups focussing on the assessment and early intervention and management strategies for clients at risk or identified at the early stages of chronic conditions (eg diabetes, cardiovascular disease).

The Community Health Nurse will be required to develop solid working relationships with the full range of allied health staff. Equally, the position will be required to liaise with a wide range of external community service providers.

To achieve this objective the Community Health Nurse will work collaboratively with the full range of staff including team leaders, allied health staff, clients and external service providers.

DUTIES AND RESPONSIBILITIES

1.0 Service Delivery

Services will be in line with the program aims, funding guidelines and the mission and values of MonashLink. Services include, but are not limited to

- 1.1 Provide direct service to clients including assessment, provision of treatment, therapeutic management and medication advice. Furthermore the coordination of appropriate referral to address diet, lifestyle and aids for daily living as required. To provide health information to persons at risk, clients of the service, users of the service system and broader community.
- 1.2 To implement self-management approaches across all service delivery.
- 1.3 Demonstrate and educate clients, carers and service providers in the skills necessary to ensure safety and independence in the domestic (home) environment. Assess the individual and family's need for education and other support.
- 1.4 Participate in the process of identifying referrals, taking into account, the urgency and complexity of need.
- 1.5 Meet organisational and Department of Human Services targets.
- 1.5 Actively contribute to the Early Intervention in Chronic Disease Team, working with the Team Leader to establish priorities and requests for

service that allow equitable access to the service delivery system, including the development of self management programs.

- 1.6 Provide follow up for clients, through liaison with clients, carers, case managers and service providers as required.
- 1.7 Monitor at risk clients and liaise with the Team Leader regarding appropriate healthcare risk management strategies.

2. Administration

- 2.1 Ensure up to date client records according to quality standards and maintain safe custody and confidentiality of all client records.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as appropriate.
- 2.3 Supervise students and volunteers as required, or as appropriate.
- 2.4 Communicate with Team leader in respect to role responsibilities and professional expertise in order to assist with project development.
- 2.5. Attending all meetings relevant to the position.

3. Health Promotion

- 3.1 Contribute to MonashLink Community Health Service health promotion activities and participate in developing relevant programs and other projects in line with MonashLink's Health Promotion Plan.
- 3.2 Work collaboratively with health professionals in developing a comprehensive multi-disciplinary health promotion approach to the local community as required.

4 Quality Improvement and Professional Development

- 4.1 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.2 Contribute to the QICSA Accreditation Process, including identifying, developing, implementing and evaluating quality improvement activities.
- 4.3 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.4 Assist the Team Leader and Health Services Manager in developing policies and procedures for ELiCD Team and MonashLink as appropriate.

5. Occupational Health & Safety (OHS)

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the MonashLink Risk Management Program.
- 5.2 Support and participate in the MonashLink OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.

5.4 Report injuries in the Site Register

6. Equal Employment Opportunity.

6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:

- A workplace which is free from harassment;
- Ensuring that activities and practices prevent and eliminate unlawful discrimination
- Promote merit and equity in the workplace.

6.2 Contribute to the successful management of diversity in the workplace in the workplace.

7. Organisation Policies & Procedures

7.1 Maintain currency of knowledge and practice with MonashLink specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time

REPORTING RELATIONSHIPS

This position is accountable through the Team Leader (Children and Community) and then to the Health Services Manager..

QUALIFICATIONS AND EXPERIENCE REQUIRED

Mandatory Qualification

1. Bachelor of Nursing or equivalent
2. Registration as a Division 1 Nurse in the State of Victoria
3. Minimum of 4 years experience preferably working with a component of the caseload with chronic disease risks (eg diabetes, cardiovascular and respiratory disease).
4. Current Victorian drivers licence.

Desirable Qualifications

A sound knowledge of community health principles, self management models and tools, and a commitment to providing primary health services in the community. A post graduate qualification in a relevant field (eg. health promotion, community health, public health, youth and family, chronic disease management or aged care).

Experience and Skills

1. Experience at working independently with demonstrated initiative.
2. Experience and interest working in a multidisciplinary team setting.
3. Demonstrated client focus in the assessment, treatment and case management of individual clients and groups.
4. Well developed counselling and interpersonal skills.

5. Excellent written and verbal communication skills.
6. Efficient word processing and computer skills.
7. Sensitivity to, and an understanding of particular needs of clients from CALD backgrounds.
8. Ability to speak a relevant community language.
9. Understanding of principles of confidentiality, and rights and responsibilities of consumers/clients within a community health context as part of the Privacy Act.
10. Understanding of the principles of self-management of chronic disease.

KEY RESULT AREAS

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| KRA1 | Meet target requirements specified by MonashLink from the DHS Funding & Service Agreement.(FASA) |
| KRA2 | All client documentation completed in accordance with the Client Health Records policy and to meet legislative requirements. |
| KRA3 | Statistics are accurate and completed within agreed timeframes, as per MonashLink SWITCH data accountability policy. |
| KRA4 | Develop a culture of continuous quality improvement in line with accreditation. |
| KRA5 | Work proactively with the various disciplines in the Community Health setting. |
| KRA6 | Demonstrated commitment to ongoing professional development & education. |
| KRA 7 | Ensure a customer focus. |

Service Values

The values of MonashLink will be demonstrated by:

Quality

By providing excellent services that exceed client expectations, comply with the highest professional standards and empower clients to optimise their health and well-being.

Accountability

By being responsive and responsible to clients, the community and other stakeholders

Leadership

By being an agent for social change, embracing innovation in promoting and improving community health and well-being and advocating for and building trust amongst our community and partners.

Approved:.....

Sarah Petterson

Health Services Manager

MonashLink Community Health Service

I acknowledge and agree that the above position description is an accurate reflection of the role

Community Health Nurse-Early Intervention in Chronic Disease

Signed:

Employee

Name:.....

Date:.....