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| Position Title | Registered Nurse – Clinical Alcohol & Other Drugs |
| Unit | Clinical and Nursing Services & Family, Youth and Children’s Services |
| Reports to | Manager |
| Direct Reports | N/A |
| Mode of Employment | Ongoing |
| Hours of Work | Part-time – 64 hours per fortnight |
| Award / Agreement | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 <i>and any Fair Work Commission approved replacement agreements.</i> |
| Classification | Community Health Nurse |
| Remuneration | \$102,630 (pro-rata) per annum, plus superannuation. |
| Salary Packaging | A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request. |
| Other Benefits | <ul style="list-style-type: none"> • Options to purchase additional annual leave • Relocation assistance if required • Scholarship program for ongoing professional development • Access to our onsite gym (Lakes Entrance site) • Corporate memberships for the local council-run gyms • Employee Assistance Program • Flexible working arrangements by negotiation |
| Location | Primarily based at both Lakes Entrance and Bairnsdale but may be required to work at other GLCH sites <i>Our work takes place on the traditional lands of the Gunaikurnai people of Gippsland.</i> |
| Probationary Period | A six-month probationary period will apply. |

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that’s been helping East Gippsland residents to live well for more than 40 years.

We’re one of the region’s most high-profile health and support service providers with more than 500 staff, 300 volunteers, and an annual budget of over \$50 million.

Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.



Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Aged and Disability Services; Clinical and Nursing Services; Support, Therapy, Education and Prevention; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal, LGBTQI+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. More information about GLCH is available on our website glch.org.au.

Unit Overview

The Clinical and Nursing Services Unit offers a broad range of nursing services (including specialist nursing roles together with a Medical Practice including visiting medical specialists), supported by a small administration and customer service team.

The Unit is primarily based in Lakes Entrance with GP and nursing outreach services provided to the surrounding communities of Lake Tyers Aboriginal Trust, Bruthen, Metung and Nowa Nowa, along with GP clinics at Bairnsdale and Swifts Creek Secondary Colleges & Sexual Health Clinic in Bairnsdale. Selected specialist nursing services span the catchment of East Gippsland.

Position Summary

This role transverses across the Clinical & Nursing Services and Family Youth & Children's Service Units, with direct connection to the Drug and Alcohol Team and non-residential withdrawal services. The team focus on supporting people to safely withdraw from alcohol and/or other drug use through a cessation or gradual reduction regime. Services are coordinated with medical services such as hospitals and general practitioners and seek to:

- cease or reduce alcohol and other drug use to a level that restores a person's health and wellbeing in the short term
- provide a firm foundation for a person's longer-term improved health and wellbeing
- form part of an integrated and coordinated care pathway through linkage with the care and recovery coordination service for clients assessed as complex.



This position is clinically focused working in close collaboration with GLCH Care & Recovery workers and GPs to provide a team approach towards meeting the client's health and wellbeing needs, incorporating alcohol and other drugs treatment principles.

As well as undertaking clinical withdrawal assessments, the role will be responsible for conducting comprehensive clinical assessments and identifying and facilitating clients' care needs from a clinical perspective. The role will also incorporate health education and promotion of harm minimisation strategies.

Position Responsibilities

Clinical Responsibilities

- Provide nursing care in a safe, professional and ethical manner using decision making skills based on nursing knowledge, systematic appraisal of the best nursing evidence available and client preference.
- Promote and apply the principles of primary health care and the social model of health to assist the individual, family and community to actively participate in the management of their own health within the context of their environment.
- Promote client centred nursing practice based on open and effective communication which is facilitative, non-judgmental, sensitive to cultural diversity and individual differences.
- Practice in accordance with relevant legislation, individual scope of practice and within the policies, practices and philosophies that guide and govern Gippsland Lakes Community Health.
- Ensure documentation of information pertinent to client care is in a contemporaneous, concise and factual manner.

Role Specific

- Undertake clinical assessment including review of medical history and immunisation status and implement relevant follow up actions as indicated and agreed to by client.
- Liaise with the client's GP in relation to clinical care needs including pathology and other relevant health monitoring or age specific screening.
- Undertake clinical monitoring and follow up as required.
- Undertake relevant clinical follow up of clients pre and post hospital-based withdrawal.

Workplace Culture & Human Resources

- Recognise, value and respect the diversity of our clients and staff and be inclusive to all members of our community.



- Work proactively with all members of the Clinical & Nursing Services and Family Youth & Children's Services in supporting the Units and their strategic aims.
- Actively participate in relevant team and organisation wide meetings.
- Actively participate in regular clinical supervision sessions.
- Ensure fortnightly timesheet is completed in an accurate and timely manner.

Professional Development & Education

- Annually undertake GLCH mandated clinical competencies for nursing staff.
- Actively take responsibility for maintaining professional knowledge and skills and obtain documented evidence of relevant continuing professional development as required for registration.
- Actively participate in the provision of supervised practice of students and other relevant staff.
- Participate in educational activities relevant to the role within GLCH including delivery of staff and community education sessions

Service Planning, Development and Review

- Contribute to strategic and annual planning processes including the development of operational goals relevant to both Clinical & Nursing Services and the Drug & Alcohol team.
- Participate in data reporting per funding requirements and data collection to enable insight into outcomes specifically related to the role.
- Contribute to the development of programs in accordance with identified needs of the community

Quality and Compliance

- Develop and maintain sound knowledge of and adhere to all GLCH policies, procedures and regulatory and legal requirements.
- Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with GLCH policies.
- Participate in quality improvement initiatives including clinical reviews/audits, accreditation processes and approved research activities.
- Adopt strategies to ensure that you remain informed after any periods of absence from the workplace.

Workplace Health and Safety

- Ensure a safe working environment is maintained for GLCH staff and clients by adhering to relevant policy, procedures and guidelines including identifying and reporting actual or potential problems or hazards.
- Report, using relevant documentation, all accidents, incidents or mishaps as well as injuries



and or symptoms that may be related to work place health and safety risks.

- Adhere to the correct use of safety and protective equipment and prescribed safe working arrangements in all work operations.

Position Requirements

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| Police Check Note: GLCH will not discriminate on irrelevant criminal history. | Required upon initial appointment, then every three (3) years |
| COVID-19 Vaccination | Mandatory - Proof of vaccination must be provided prior to commencement and is to be obtained continually in accordance with Department of Health guidelines. Evidence provided must be either a COVID-19 Certificate or Immunisation History Statement from MyGov. |
| Working with Children Check | Yes, and required to advise the Department of Justice within 21 days of commencing with GLCH. Renewal due every five years. |
| Medicare Registration provider number | Not a requirement for this position |
| Professional Registration | Provision of Professional Registration Number required prior to finalisation of appointment and on renewal |
| Driver's Licence | Yes - current Victorian driver's licence |

Key Selection Criteria

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| Qualifications and Experience | | |
| 1 | Current AHPRA recognised Registered Nurse qualification with minimum 3 years post registration experience. | M |
| 2 | Demonstrated experience in working with people with addiction related behaviours particularly in relation to alcohol and illicit drugs. | M |
| 3 | Completion of the four AOD core competencies from the CHC40408 Certificate IV in Alcohol and Other Drugs Work or willingness to do so. | M |
| Skills, Knowledge and Attributes | | |
| 4 | Demonstrated experience in undertaking comprehensive clinical assessments and ability to apply critical thinking to findings | M |
| 5 | Demonstrated understanding of drug and alcohol withdrawal principles and guidelines associated with pharmacotherapy programs and other harm reduction/ minimisation strategies. | M |
| 6 | Possess excellent communication skills, including documentation and the ability to effectively liaise with clients, team members and other service providers, both internally and externally to the organisation. | M |



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| 7 | Demonstrated passion and commitment to professionalism including achieving or maintaining competency relevant to practice. | M |
| 8 | Demonstrated understanding of the philosophy of community health incorporating the social model of health and its application to provision of care. | M |
| 9 | Intermediate level computer skills including good keyboard skills, to access and work within health-specific software packages and an ability to produce basic documents and be proficient in email/internet usage. | M |

M = Mandatory

D = Desirable

Additional Information

1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation and is committed to the safety, wellbeing, and inclusion of all children, in accordance with the Child Safe Standards
4. GLCH is committed to align our practice, policies and systems to the Multi Agency Risk Assessment Management (MARAM) framework and recognises Family Violence as a health issue.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

GLCH Values

Our work is informed by our values which include:

- **Equity:** Providing equity of access to all community members.
- **Quality:** Aiming for excellence in everything the organisation does.
- **Integrity:** Treating all people in an ethical manner.
- **Respect:** Treating all people with dignity.
- **Collaboration:** Working in partnership with other service providers and communities to achieve positive outcomes.
- **Compassion:** Treating all people with compassion.



We require all employees to perform in a way that is in line with these principles.

Application Details

For further information please contact Tamara Wood, Manager- Counselling and Alcohol and Other Drug Services on 5155 8300 or tamaraw@glch.org.au

Applications are to include a covering letter; resume (including 2 professional referees) and a separate response to the key selection criteria.

Applications are to be submitted online at <https://glch.mercury.com.au/>

Closing Date: Sunday, 19 March 2023

Privacy Notice:

Gippsland Lakes Complete Health respects your privacy. Any personal information collected during the recruitment process will be stored securely and only be used and shared for the purpose for which it was collected. Please contact the Human Resources Team if you require further information – humanresources@glch.org.au