

Position Description

Position: Health and Community Link Program – Nurse

Position description approved by: Vishal Tandon

Date of approval: 9/1/2019

REPORTING RELATIONSHIPS	
Reports to	Chatterbox and Youth Programs Team Leader
Internal stakeholders	CEO, State Manager, Marketing Manager, Program Manager, Team Leader, Program Staff, Corporate and Financial Services
External stakeholders	Young People, Volunteers, Funders, Government Agencies, Community Support Organisations
ROLE SUMMARY	
<p>Work Environment</p> <p>This role is based at the Whitelion office – 155 Roden Street, West Melbourne. The position involves after hours work on the Chatterbox Bus to various locations in Melbourne. There will be some travel within the designated region, sub-offices and for stakeholder engagement.</p>	
<p>Working Conditions</p> <ul style="list-style-type: none"> • This is a parttime (0.5 FTE) position • Competitive salary plus employer superannuation contributions of 9.5% • Regular evening and weekend work is required with outreach shifts ending prior to 12:00 am • Flexible work arrangements may be arranged in consultation with the Program Manager • A 6 month probation period applies • Work telephone provided • Full access to pool cars for work purposes • All employees are responsible for obtaining a Police Check and WWCC maintaining its validity • Whitelion is an equal opportunity employer 	
<p>Role Summary</p> <p>This role is responsible for:</p> <ul style="list-style-type: none"> • Health and Community Link Program (Whitelion Youth Agency) in collaboration with St Kilda Gatehouse will provide health support and case management to young people who are street frequenting, homeless, at risk of homelessness, and women engaged in street-based sex work, through mobile outreach and in hours services. The service is funded by North Western PHN. • The Health and Community Link Nurse will work alongside the Outreach Social Worker, Chatterbox Outreach Worker, and Alcohol and Other Drugs (AOD) Worker to alleviate issues associated with homelessness, and ensure young people (especially young women) can access sexual and reproductive health services, respond to issues associated with drug and alcohol misuse, family violence, and have access to employment and other day programs. • The program is committed to offering practical health care and education at the point of contact and actively works with young people to link them into generalist and specialist services support services. As such, it is anticipated that service delivery will result in a reduction to presentations to tertiary hospitals as well as increase opportunities for young people to access pathways out of homelessness and street-based sex work. 	

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Key Selection Criteria for this Role

- Relevant tertiary qualifications in nursing with two years of registered nursing experience. Registration with Australian Health and Practitioner Regulation Agency (AHPRA) essential.
- An understanding of the health needs of young people who have high and complex needs and the ability to establish and maintain relationships with individuals and families.
- Experience and knowledge in offering health assessments and practical health care to complex clients, namely young people.
- Ability to exercise a high level of professional autonomy and responsibility in a community setting.
- Ability to work effectively as part of a team.
- Ability to provide referral pathways for the health needs of young people experiencing homelessness and/or engaged in street-based sex work.
- Advanced computer skills across the Microsoft Office Suite and highly developed verbal and written communication skills.
- Hold a current Victorian driver's licence.

ORGANISATION PRIORITIES

Whitelion Purpose

To give young people the pride, courage and opportunities to change their lives.

Vision

All young people have equal opportunities to succeed.

Commitment to Child Safety & Inclusivity

Whitelion exists to help young people. In order to fulfil our purpose ethically and safely, Whitelion is committed to embedding a Child Safe culture throughout our organisation. We provide a warm, welcoming and safe service to all children and young people who access our services; at all times act in the best interests of children and young people and work proactively to help prevent child abuse and neglect in our communities by addressing issues of potential or perceived abuse and neglect in compliance with our policies and applicable laws.

Whitelion aims to make all roles accessible and transparent to all suitable candidates in recognition of the positive advantages of, and to help make best use of, diversity in the workplace and the Australian community. Through our programs we want to support, and in our staffing group reflect, diversity of gender, age, sexual identity, cultural heritage and identity, and spiritual beliefs. We have an open door for all.

Whitelion recognises the traditional custodians of the land and waters. We pay our respects to the traditional Peoples of the land, and to Elders past, present and yet to come. We acknowledge the importance of working in partnership with all Aboriginal and Torres Strait Islander people and communities as we walk together towards a positive future. In the spirit of reconciliation we celebrate the uniqueness of the world's oldest living culture. We respectfully acknowledge the diversity of cultural practices and spiritual beliefs.

Whitelion has a zero tolerance approach to behaviour that contradicts these principles and such behaviour may result in disciplinary action.

Expected Values and Behaviours of all Whitelion Employees and Volunteers

Value	Behaviour
Real	We are open, honest and genuine in our dealings with everyone.

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Committed	We hang in there with young people no matter what.
Innovative	We explore better ways of working.
Passionate	We bring enthusiasm to everything we do.
Collaborative	We value diverse input and our partnerships.
Courageous	We step up to make a difference.
Accountable	We do what we say we will.
ROLE ACCOUNTABILITIES	
The following three items are non-negotiable for all employees and must not be removed from the Position Description form.	
1. Ensure accurate and timely information management (data recording)	<p>You must assist with reducing organisation risk by:</p> <ul style="list-style-type: none"> Maintaining accurate and timely records of work undertaken, in the information management system used by your department (this includes but is not limited to incident reports, contact records for stakeholders, funding agreements, vendor details, HR records, activity reports on contacts with stakeholders, and more). For all program delivery staff, additionally maintaining accurate and timely records of work undertaken with clients (this includes but is not limited to case notes, incidents reports and evaluation data).
2. Contribute to and maintain a Child Safe Environment	<p>You must at all times act in a way that promotes the emotional and physical safety of young people, by:</p> <ul style="list-style-type: none"> Following organisational policy and guidelines around the safety and security of children and young people. Holding a valid police check and relevant state-specific clearance for working with vulnerable cohorts (e.g. Working with Children, DCSI clearance, etc.) at all times during your employment at Whitelion. The employer reserves the right to terminate your employment contract if you do not hold a valid clearance during your employment. Immediately notifying Whitelion if you have committed a criminal offence, are being investigated for alleged criminal offence, have been convicted of a criminal offence, or you have a past criminal offence on your record. Maintaining records for any volunteers for whom you are responsible (if relevant to your role) and regularly auditing records to ensure at no time is a volunteer engaged by Whitelion without a police check or relevant clearance check. <p><i>Any breach of the above will be viewed as serious misconduct with grounds for disciplinary action and may result in immediate dismissal.</i></p>

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3. Workplace Health and Safety	<p>While at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety • Take reasonable care for the health and safety of others • report any matters that may be a risk to the health and safety of yourself or others • Comply with any reasonable instructions, policies and procedure given to you by Whitelion.
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KEY RESULT AREAS FOR THIS ROLE

Key Result Area	Performance Measure
1.	<p>Basic health assessments and brief interventions</p> <ul style="list-style-type: none"> • Provide health assessments to clients – identify the specific health needs of at least 20 clients per annum and create a health plan to address those needs utilising the healthcare system.
2.	<p>Health information and supported referrals</p> <ul style="list-style-type: none"> • Provision of relevant health education/information to groups of young people as well as individuals accessing the service. • Support young people in accessing appropriate health care services. Support may be provided through facilitated engagement or through referral pathways.

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3.	Community liaison and program development	<ul style="list-style-type: none"> • Relationships with internal and external stakeholders are effective and appropriate. • Form collaborations, form alliances and partnership opportunities with four new health and community service organisations in the North Western region per year. • Liaise and inform the broader community of Whitelion programs. • Engage with key stakeholders to identify opportunities regarding Health and Community Link Activities. • Participate in service development, specific and delineated projects and activities, which may include leadership in a particular Health and Community Link project/initiative.
4.	Out-posting and outreach	<ul style="list-style-type: none"> • Participate in out-posting to key agencies or locations in the community. • Participate in afterhours outreach via the Chatterbox Bus: minimum of 2 nights per fortnight. Days and times will be based on the needs of young people and include weekends.

PLEASE SIGN TO ACCEPT THE POSITION DESCRIPTION	
Supervisor name:	Signature:

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Employee name:

Signature:

Date: