

POSITION DESCRIPTION

POSITION TITLE: Nurse

SERVICE OF: Northern River's Women and Children's Services Inc.

RESPONSIBLE TO: Project Manager

OUR VISION

Women and their children are strong, well, safe and empowered to thrive.

OUR MISSION STATEMENT

NORWACS supports and advocates for women and children across the Northern Rivers to be well, safe, strong and empowered to thrive.

OUR VALUES

Equality Integrity Respect Kindness Courage Sustainability

PURPOSE OF POSITION

1. The Nurse will plan and provide clinical and therapeutic services including:
 - Assessment,
 - Supportive counselling,
 - Referral and education.
2. The Nurse will conduct health promotion and education programs.
3. High level interpersonal skills are vital for this role, as good teamwork and excellent service delivery is central to our success.

STATEMENT OF DUTIES

CLINICAL SERVICE PROVISION

- Act as an expert clinician with regards to women's health.
- In collaboration with the Project Manager, take a leadership role in ensuring the provision of appropriate women's health nursing services that meet the changing needs of vulnerable women in the community.



- Utilise quality nursing assessment tools to broadly assess clients physiological, psychological and sociological status and interpret their health needs.
- Provide informed health advice, information, referrals and education services to women throughout their lifespan using specialist women's health knowledge and skills.
- Provide counselling and information to women in crisis on issues relating to reproductive, chronic conditions and women's health.
- Provide support to assist women to improve their health literacy and make informed choices regarding their health.
- Use knowledge and skills to advocate for clients around their health choices.
- Establish and maintain networks and awareness of regional medical practitioners, health care providers, community services and other referral agencies.
- Provide a quality telephone information and referral service.
- Manage access and follow up for clients in need of the Crisis Fund.
- Support the Crisis Fund's continued capacity as part of a team approach.

HEALTH PROMOTION

- Design, implement, supervise and evaluate appropriate women's health and health promotion programs in the community.
- Provide outreach education and support services to vulnerable women in the community.
- Participate in relevant community projects and special events.
- Collect and maintain health promotion resources.

TEAM RESPONSIBILITIES

- Attend team and planning meetings and participate in staff decision making and planning processes.
- Participate and contribute to organisational quality assurance processes.
- Participate in the coordination of activities in a multidisciplinary setting.
- Maintain current knowledge of relevant organisational and legal processes and requirements, such as Child Protection, WH&S, confidentiality, privacy and NORWACS policies and procedures.
- Maintain communication and accountability systems with other staff.

ADMINISTRATION

- Contribute to the NORWACS Annual Report and Activity Reporting required for the funding body.
- Maintain accurate statistical records and client file.



- Maintain a high standard in all record keeping and administrative tasks including observation charts, case notes, and risk assessments.
- Participate in all processes to improve the administrative procedures of the service.

SAFETY AND SECURITY

- Ensure that safety regulations and security protocols are maintained at all times.
- Ensure confidentiality of the women's information and details in accordance with professional standards and service policy.

PROFESSIONAL AND ETHICAL PRACTICE

- Respond respectfully and professionally to the women, co-workers and staff of other organisations and agencies.
- Participate in monthly internal supervision.
- Participate in relevant interagency meetings.
- Provide support and debriefing to co-workers as required.
- Reflect and monitor the issues of personal vicarious trauma, including the implementation of self-care strategies. Reporting to your line Manager for supervision.
- Contribute to the planning and review of procedures, policies and practices.
- Participate in performance appraisals annually or as determined by Management.
- Follow the Code of Ethics, policies and procedures of the organisation.
- Update and increase knowledge of local services available, relevant legislative changes, research, theory and practices in the field. Sharing this at team meetings.
- Participate in training and other activities that promote ongoing professional development.
- Reflect on and assess personal performance on the basis of the goals of the organisation.
- Uphold the good name and reputation of the organisation at all times.
- Contribute to continual improvement in a changing environment.

Employer Signature		Date	
Employee Signature		Date	
Last Reviewed	22/8/2023		

