

Position Description

Position:	Community Nurse
Department:	Community, Primary, Aged and Acute
Location:	Omeo, Victoria (on-site)
Reports to:	Director of Health Services
Enterprise Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
Classification:	RN
Employment Type:	Full-time ongoing

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include Urgent Care, Acute Care, Transition Care, Residential Aged Care, Primary Care, Home-based Care and Community-based/District nursing.

As a small rural health service ODH requires a flexible, skilled nursing workforce capable of operating across service streams to ensure continuity of care, rapid response to changing community needs and sustainable service delivery.

ODH is committed to creating a diverse, inclusive, and high-performing workplace where our people are central to everything we do.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- C** Compassion
- A** Accountability
- R** Respect
- E** Excellence

Our people are at the heart of our organisation regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Position Summary

The Community Nurse provides person-centred, comprehensive nursing care across the continuum of care including:

- Community and home-based care
- Chronic disease and early intervention services
- Post-acute and transition care
- Residential aged care
- Medical centre and urgent care support

The role focuses on care coordination, clinical assessment, early intervention, chronic disease management, and supporting people to remain safely at home wherever possible, while maintaining the flexibility to be rostered across ODH services according to operational need.

Scope of Practice

The Community Nurse will work across multiple modalities and care environments, including but not limited to:

Core Service Streams

- Community Nursing
- Post-Acute and Transitional Care Program (TCP)
- Chronic Disease Management
- Early Intervention
- Residential Aged Care
- Urgent Care and Community Health Centre support

Care Delivery Modalities

- Facility based clinics
- In-home care
- Outreach and community settings
- Multidisciplinary team environments

Key Responsibilities

Safe Evidence Based Clinical Care

- Deliver safe high quality nursing care in accordance with the Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Nurses, The Code of Ethics for Nurses in Australia, Code of Professional Conduct for Nurses in Australia and ODH policies.
- Undertake comprehensive nursing assessments, care planning and regular reviews.
- Provide clinical nursing care for clients with complex health needs.
- Perform clinical procedures including but not limited to wound care and complex dressings, medication administration, infusions and injections and clinical monitoring and observations.
- Recognise and respond to clinical deterioration and escalating care appropriately.
- Maintain infection prevention and control standards across all care environments.

Integrated Care & Care Coordination

- Coordinate care across community, acute, aged care, primary care and external services.
- Support effective discharge planning from hospital or urgent care into the community.
- Participate in and contribute to multidisciplinary case conferences.
- Liaise with GP's, allied health, hospitals, aged care services and community supports.
- Support smooth transition between care settings to reduce hospital presentations and readmissions.

Chronic Disease Management & Early Intervention

- Identify individuals at risk of or living with a chronic disease.
- Deliver evidence based chronic disease management and monitoring.
- Provide health coaching, education and self-management support.

- Promote early intervention strategies to prevent deterioration and hospitalisation.
- Support consumers to improve health literacy and independence.

Urgent Care, Aged Care & Community Health Centre Support

- Provide nursing support in Urgent care, Aged care, Community care and Community Health Centre settings as rostered.
- Undertake triage and priority based assessments within scope.
- Support timely access to appropriate care and escalation pathways.
- Adapt practice to different clinical environments while maintaining continuity of care.

Consumer Engagement & Community-Centred Practice

- Work in partnership with consumers, families and carers.
- Deliver culturally safe, inclusive and person centred care.
- Support people to age well and remain at home where appropriate.
- Contribute to community engagement and service promotion initiatives.

Documentation, Reporting & Quality

- Maintain accurate, timely and compliant clinical documentation.
- Contribute to program, service and funding reports as required.
- Participate in quality improvement, risk management and evaluation activities.
- Identify improvement opportunities and contribute to service development.

Future Service Development (subject to need, training and competency)

- Hospital In The Home (HITH) services.
- Palliative care support.
- Oncology care coordination and support.
- Advanced Care Directive facilitation.

Key Selection Criteria

Qualifications & Experience

- Qualification in nursing and current AHPRA registration.
- Demonstrated clinical experience in community, aged care, primary care and acute settings.
- Strong assessment, care planning and clinical decision making skills.
- Ability to work flexibly across multiple clinical environments.
- Excellent communication, documentation and interpersonal skills.
- Capacity to work autonomously and as part of a multidisciplinary team
- Current drivers licence.

Desirable

- Experience in chronic disease management, TCP and post-acute care.
- Experience in rural or small health service settings.
- Training or experience in wound care, palliative care or care coordination.

Employment Conditions and Compliance Requirements

This position is subject to:

- Valid Australian work rights.
- Working with Children Check, and NDIS Worker Screening.
- Valid Victorian driver's licence.
- Compliance with ODH's immunisation and infection prevention policies.
- Completion of mandatory training requirements.

Job Analysis: Identification and Physical and Psychosocial Hazards

Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Manual Handling	Moving documents, reports, setting up presentations / events.	Back strain, repetitive motion injuries.	Ergonomic workspace, proper lifting techniques.
Prolonged Sitting & Screen Use	Extended computer work, virtual meetings.	Eye strain, poor posture, musculoskeletal discomfort.	Ergonomic workstation setup, screen breaks, adjustable chairs / desks.
Workplace Ergonomics	Desk, chair, lighting, screen positioning.	Neck / back pain, headaches.	Ergonomic assessments, standing desk options.
Travel & Offsite Meetings	Visiting community centres, aged care facilities, conferences.	Fatigue, increased risk of accidents.	Adequate rest breaks, travel policy adherence. Screening for home visits
Slips, Trips & Falls	Walking in unfamiliar public health settings, site inspections.	Injury from falls.	Proper footwear, hazard awareness training.
Infection Exposure	Visits to aged care & healthcare facilities, community engagement events.	Illness, cross-contamination.	Vaccination policies, hygiene protocols, PPE if required.

Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Workload & Job Demands	High-level strategic planning, managing multiple projects, funding pressures.	Stress, burnout, decision fatigue.	Delegation, time management support, workload monitoring.
Job Control & Autonomy	Balancing stakeholder expectations.	Role strain, frustration.	Clear decision-making authority, management support.
Role Clarity & Expectations	Evolving aged care, disability, and healthcare regulations.	Stress, inefficiency.	Regular leadership supervision, structured and documented. Key performance indicators & allocation of priorities.
Workplace Relationships	Managing cross-functional teams, dealing with resistant stakeholders.	Conflict, emotional exhaustion.	Leadership coaching, conflict resolution training. HR Team to provide support.
Exposure to Distressing Situations	Hearing about elder abuse, aged care and health service failures, crisis management.	Emotional toll, compassion fatigue.	Employee Assistance Program (EAP), debriefing sessions.
Job Security & Organisational Change	Policy shifts, budgetary constraints, funding cycles.	Disengagement.	Transparent communication, change management strategy. Support from HR Team.

Hazard Type	Examples in Role	Potential Risks	Control Measures
Public & Media Scrutiny	Public health campaigns, policy advocacy, political pressures.	Stress, reputational concerns.	Media training, crisis communication planning.
Fatigue management	Not scheduling breaks. On call requirements.	May result in excessive hours due to unpredictability and nature of work.	Regular leave planning. Agreed flexitime as required between CEO and Director.

Performance Evaluation and Review

Performance will be measured against agreed KPIs, project milestones and deliverables.

Progress will be reviewed monthly with the Director of Health Services, Community Health Centre Manager and Home-Based Services Manager.

I,

Agree to undertake the duties as specified in the position description and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: _____

Date:/...../.....