POSITION DESCRIPTION - Registered Nurse – Virtual Women's Health Clinic	
Part 1 – Expectations for Your Role	
Position	Registered Nurse – Virtual Women's Health Clinic
Service / Program	Primary Care / Clinical and Complex Care Services
Industrial Instrument	Nurses - Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Instrument Classification	CN4
Reports to	Team Leader GP & Nurse Led Specialty Services
Effective Date	November 2026

The Virtual Women's Health Clinic is an innovative, statewide, no-cost telehealth service, delivering coordinated, culturally safe women's health care to women, girls and gender diverse people across Victoria. Established at Each in response to persistent access inequities, the clinic provides multidisciplinary care addressing sexual & reproductive health, chronic gynecological conditions and life stage related health needs.

Key Deliverables

- **Health Care**: Utilising telehealth platforms, you will perform comprehensive assessments of the overall health of a client, and work with them to understand their specific conditions.
- **Confidentiality**: Maintain client privacy and adhere to ethical and legal standards.
- **Care Coordination**: Collaborate with the multidisciplinary health care team to plan and coordinate care.
- **Goal Setting**: Enable clients to establish manageable goals and develop a plan to address these.
- **Referrals**: Facilitate appropriate healthcare referrals based on client needs, considering geographical locations.
- **Service Navigation**: Support clients to overcome barriers to initiating and maintaining involvement with health professionals or services, and support service navigation and linkage.
- **Documentation**: Maintain accurate electronic customer records with completion of all documentation in a timely and accurate manner, in accordance with organisational standards.
- **Stakeholder Engagement**: Build relationships and develop appropriate pathways with external stakeholders to ensure continuity of care.
- **Quality Improvement**: Contribute to program and guideline development and continuous improvement activities.
- **Reporting**: Contribute to data collection, evaluation and reporting requirements.
- **Compliance**: Adhere to clinical processes, procedures, and protocols.
- **Team Collaboration**: Foster a positive team environment and participate in regular meetings and community of practice sessions to support ongoing development and reflective practice.
- **Professional Development**: Engage in ongoing learning, clinical supervision, and evidence-based practice.

Skills

- **Clinical Expertise**: Strong nursing skills across the spectrum of women's health, including assessment, treatment, and education.
- **Women's Health**: Post Graduate studies in women's health e.g. comprehensive sexual and reproductive health (nursing) course, cervical screening etc.
- **Complex Case Management**: Ability to handle diverse and challenging clinical presentations.
- **Communication & Time Management**: Excellent communication skills and ability to manage workload efficiently.
- **Client-Centered Care**: Ability to build rapport and provide culturally safe, inclusive care.
- **Stakeholder Engagement**: Capacity to develop and maintain professional relationships.
- **Technical Skills**: Proficiency in digital health platforms and medical software.
- **Teamwork & Autonomy**: Ability to work both independently and collaboratively.

Experience and Knowledge

- **Women's Health**: Proven experience in providing nursing care within women's health services, including (but not limited to) Medical Termination of Pregnancy, Menopause and Endometriosis and Pelvic Pain.
- **Diverse Communities**: Experience working with culturally and linguistically diverse clients.
- **Community & Primary Health**: Understanding of the social model of health and community-based care.

Qualification/Registrations/Licenses (*Mandatory only*)

- **Nursing Qualification**: Bachelor of Applied Science (Nursing) or equivalent.
- **Registration**: Division 1 Registered Nurse with AHPRA.
- **Experience**: Minimum Grade 2 Year 4 Registered Nurse.
- **Background Checks**: Criminal History Check and Employee Working with Children Check

Physical Requirements

- **Office Environment**: Ability to sit for extended periods and use office equipment.
- **Data Entry**: Capability to type and handle administrative tasks.
- **Office Mobility**: Ability to move around the office and attend meetings.
- **Light Lifting**: Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory**: Ability to read documents and communicate effectively in person and via phone/video.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success

POSITION DESCRIPTION - Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected, valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Compliance

- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.(VIC Only)
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.