



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

**Key Deliverables**

- **Assess & Triage:** Evaluate client health needs and determine appropriate care pathways.
- **Health Care:** Conduct comprehensive assessments face to face and via telehealth and support clients in managing their conditions.
- **Confidentiality:** Maintain client privacy and adhere to ethical and legal standards.
- **Care Coordination:** Collaborate with multidisciplinary teams to develop and implement care plans.
- **Goal Setting:** Assist clients in setting and achieving manageable health goals.
- **Referrals:** Facilitate appropriate healthcare referrals based on client needs and location.
- **Service Navigation:** Support clients in overcoming barriers to accessing healthcare services.
- **Documentation:** Maintain accurate electronic records and complete timely reporting.
- **Stakeholder Engagement:** Build and maintain relationships with external providers for continuity of care.
- **Quality Improvement:** Contribute to service development, data collection, and evaluation.
- **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 in women's health, including assessment, treatment, and education.



- **Complex Case Management:** Ability to handle diverse and challenging clinical presentations.
- **Communication & Time Management:** Effective interpersonal 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.
- **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.
- **Immunisation:** Certification as a Nurse Immuniser.
- **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.



**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**

An Each employee is responsible for:

- 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.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**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 Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- 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.



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### 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, LGBTIQ+ 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

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- Promote a safety-first culture and adhere to health and safety policies.
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