



POSITION DESCRIPTION - Registered Nurse – Sexual Reproductive Health

Part 1 – Expectations for Your Role

Position	Registered Nurse – Sexual Reproductive Health
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	March 2025

Key Deliverables

- **Assess & Triage:** Evaluate client health needs and determine appropriate care pathways.
- **Telehealth Care:** Conduct comprehensive assessments 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.
- **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/Licences (*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.



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.