



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## Enrolled Nurse-Aged Care Services

### About the role:

The Enrolled Nurse practices with, and under the supervision of, the Registered Nurse and assists in the provision of nursing care

We are looking for enthusiastic and compassionate Enrolled Nurse for our Swan Hill District Health Aged Care Services (i.e Jacaranda Lodge and Logan Lodge).

### About You:

- Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice.
- Assists with health teaching for residents and their families and significant others.
- Assists with support of Diploma of Nursing students by acting as an appropriate role model and preceptor.
- Demonstrates good inter-personal and communication skills.
- National Police Check
- Current APHRA registration.
- Previous experience in Aged Care highly regarded.
- Physically able to meet inherent requirements of the role.
- Current "Working with Children Permit"
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Sandra Savage (Director of Nursing: Jacaranda Lodge) Ph: (03) 5033 9400, E: [ssavage@shdh.org.au](mailto:ssavage@shdh.org.au) or Ryan Chrisp, (Nurse Unit Manager ) Ph: (03) 5033 9349 , E: [mfox@shdh.org.au](mailto:mfox@shdh.org.au)

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>Enrolled Nurse</b>
<b>Classification:</b>	1B60 - 1B75
<b>Department:</b>	Aged Care Services (Logan Lodge and Jacaranda Lodge) Sub-acute
<b>Reports to:</b>	Department Nurse Unit Manager
<b>Position Summary:</b>	The Enrolled Nurse practices with, and under the supervision of, the Registered Nurse and assists in the provision of nursing care.
<b>Responsibilities:</b>	<p><b><u>Resident Care:</u></b>  <i>Outcome:</i>  Clinically appropriate care is provided by qualified staff in accordance with professional standards of practice and divisional and organisational policies and procedures.  <i>Performance Indicators:</i></p> <ul style="list-style-type: none"> <li>• Assesses resident care needs and provides nursing care which is individualised and responsive to resident needs.</li> <li>• Recognises emergency situations, seeks necessary assistance and provides appropriate care.</li> <li>• Performs nursing procedures and delivers care under the direction of and in consultation with the Registered Nurse, Div. 1.</li> <li>• Accurately records and reports any change in resident observations and condition.</li> <li>• Documents resident care assessment plan and evaluation in accordance with ACFI documentation requirements.</li> <li>• Ensures that care delivered complies with Swan Hill District Hospital and Clinical Services Division policies and procedures.</li> <li>• Works with Activity/Recreation Support Workers to maximise resident functional ability and social interaction incorporating group activities as appropriate.</li> <li>• Accepts responsibility for facility resource usage including notification of depleted stock lines and correct cleaning, storage and maintenance of equipment.</li> <li>• Participates in unit meetings on a regular basis, and in other nursing related meetings as appropriate.</li> <li>• Assists resident to carry out therapy programs designed by Allied Health Professionals.</li> <li>• Administers medication as per the Extended Scope of Practice Medication Administration Endorsed Nurse as applicable.</li> <li>• Informs Registered Nurse in Charge of any change in resident's condition or concerns regarding resident.</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice.</li> <li>• Assists with health teaching for residents and their families and significant others.</li> <li>• Assists with support of Diploma of Nursing students by acting as an appropriate role model and preceptor.</li> <li>• Demonstrates good inter-personal and communication skills.</li> <li>• Satisfactory National Police Check</li> <li>• Current APHRA registration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Previous experience in Aged Care highly regarded.</li> <li>• Physically able to meet inherent requirements of the role.</li> <li>• Current National Police Record Check</li> <li>• Current "Working with Children Permit"</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2021-2024.
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the</p>

	rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	June 2015, May 2018, November 2018, December 2020, Jan 2021, Feb 2022
<b>Current:</b>	Oct 2024
<b>Managers Name:</b>	<b>Department Nurse Unit Manager</b> Jeally V Omo- Subacute Sandra Savage- Jacaranda Lodge Ryan Chrisp- Logan Lodge
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE:** If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585