



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

Community Health Nurse

0.4EFT leave cover Sexual and Reproductive Health

Expressions of interest are invited from Registered Nurses (Division 1) to provide leave cover for up to 2 day per week in Sexual and Reproductive Health for the months of August and September 2025. Relevant qualifications are required, as per position descriptions. These positions are held within the Community Health team, located at 125 Campbell Street, Swan Hill.

What does the job entail?

The Sexual and Reproductive Health Nurse provide services within the Women's Clinic providing cervical screening, education and support to women and young people in matters relating to sexual health. This position requires additional qualifications in sexual and reproductive health as per position description.

For further information contact Jamie Garahy, Acting Community Health Senior Manager on (03) 5033 9337 or by email jgarahy@shdh.org.au, or Ange Jewson, Clinical Lead, Community Health Team, on (03) 5033 9337 or by email ajewson@shdh.org.au

Applications including the names of three referees should be forwarded to: Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: employment@shdh.org.au. Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Closing date: Sunday 15th June, 2025

Position:	Community Health Nurse – Sexual & Reproductive Health
Classification:	CN 4, Code ZJ1
Department:	Community Health
Reports to:	Senior Manager, Community Health
Position Summary:	<p>Community Health Nursing provides evidence based clinical care and education to clients and the broader community in areas relating to sexual and reproductive health, refugee health, diabetes education, breastfeeding support and other areas as identified through needs assessment (and within scope of practice). The focus is on person centered care in promoting wellness and illness prevention.</p> <p>The sexual & reproductive health nurse provides a clinical service within outpatient clinics (Well Women's Clinic & Clinic 60) including cervical screening, education and advice on sexual and reproductive health concerns; and STI screening (Chlamydia & Gonorrhea) for those >26 years.</p>
Responsibilities:	<p>Community Health nursing is a part of the overall Community Health Department which is responsible for undertaking primary prevention activities both within the organisation and the community. This work is informed and guided by the Ottawa Charter for Health Promotion with a focus on primary prevention activities that:</p> <ul style="list-style-type: none"> • Target populations rather than individuals and complement other prevention activities. • Address health and social inequities, and disparities of access. • Are evidence informed, consider difference in gender and culture, and take a planned approach. • Involve the community in determining and addressing the factors which impact on their health. • Adopt a strengths-based approach to empower communities and individuals. <p>Specific responsibilities of the role include:</p> <ul style="list-style-type: none"> • Provision of high quality evidence based clinical services incorporating efficient and appropriate risk screening, comprehensive assessment, treatment, education and review to clients accessing services through Swan Hill District Health (SHDH) outpatient services. • Involvement of client (and carers) in decision making regarding their care and negotiate agreed plans of action. • Communication of assessment and treatment outcomes appropriately in medical history and to referral source, including provision of written reports to relevant external organisations as required. • Liaison with other members of the health care team to provide a coordinated approach to patient care, including effective clinical handover and referral as required. • Provision of Sexual and Reproductive Health expertise as a presenter and participate in program development for client groups within the clinical and community setting. • Provide sexual and reproductive expertise or advice within the organisation and to the broader community. • Support the supervision and education of the student placements, work

	<p>experience students and volunteers, as required.</p> <ul style="list-style-type: none"> • Other duties and responsibilities as designated by the Department Head. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Effective delivery of evidence-based clinical sexual & reproductive health service and primary prevention activity. • Complete all administrative tasks efficiently and thoroughly. • Assist in meeting funding and service agreement targets and deliverables. • Contribute to quality improvement activities. • Demonstrate a commitment to ongoing personal and professional development. • Attend and contribute to departmental and other meetings as required. • Identify and deliver opportunities for consumer participation. • Understand and comply with safety, training and performance review requirements.
Key Selection Criteria:	<ul style="list-style-type: none"> • Registered Nurse holding a current Practising Certificate from the Nursing and Midwifery Board of Australia. • General understanding and practice of health promotion principles. • Certificate in Sexual & Reproductive Health. • Credentialed Cervical Screening Test Provider for Victoria. • Excellent written & verbal communication skills including problem solving ability and computer literacy. • Demonstrated abilities in working independently, flexibility, initiative, time management and organisation skills. • A good knowledge of quality improvement and customer service. • Ability to undertake further training as required. • Demonstrated commitment to patient centred care & multidisciplinary teamwork supported by effective interpersonal communication, networking and collaboration skills. • Current Victorian Drivers Licence. • Current National Police Check. • 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. •
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their

	<p>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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience</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>
Privacy and Confidentiality:	<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 rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>

Previous Revision dates:	May 2016, Dec 2018, Feb 2023
Current:	May 2025
Managers Name:	Gayle Taylor, Community Health Senior Manager
Managers Signature:	
Employees Name:	
Employees Signature:	



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

First name

Middle name

Last name

Address

Preferred name

Contact

Phone

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585