



Community Health Nurse – Diabetes Educator

(Part-time 0.8EFT)

Applications are invited from Registered Nurses (Division 1) with Diabetes Educator qualifications to fill a vacancy up to 0.8EFT for a period of time up until June 30, 2027.

The Position

The Diabetes Educator Nurse role provides education and support to clients with diabetes. This service is provided onsite face to face or via telehealth or telephone. A Graduate Certificate in Diabetes Education including Credentialed status with the ADEA or working toward credentialing is a requirement. This position is located within the Diabetes Education team at Community Health, based at 125 Campbell Street, Swan Hill. The Community Health team works closely with Departments within the Community Care Division and the broader health service, along with a range of local and statewide organisations and our community.

You Bring

- Completion and experience as a Community Health Nurse – Credentialed Diabetes Educator, see Position Description
- Current National Police Record Check
- Current Working with Children Check
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

Applications including the names of two referees should be forwarded to: People & Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: employment@shdh.org.au

Further information contact Gayle Taylor, Community Health Senior Manager or Ange Jewson, Community Health Clinical Lead, on (03) 50339337 or by email gtaylor@shdh.org.au or ajewson@shdh.org.au .

Applications will only be accepted if they address the Key Selection Criteria and include an **Application for Employment form** – all documents are located on our website <https://www.shdh.org.au/employment/> Email applications are preferred.

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.

Closing Date: Sunday 3 May 2026

Position:	Community Health Nurse- Credentialed Diabetes Educator (CDE)
Classification:	Community Health Nurse – (Victorian Health Services) Award or as appropriate within relevant award.
Department:	Community Health
Reports to:	Senior Manager Community Health
Position Summary:	<p>The CDE-Nurse is a member of the Swan Hill District Health-Community Health Team and will work closely with all departments/hospital staff throughout Swan Hill District Health to provide a combination of client centered services and participate in and deliver direct patient clinical care as required.</p> <p>The CDE-Nurse will provide education and support to SHDH nurses and other health professionals, both internal and external.</p> <p>The CDE-Nurse continuously reviews practice to ensure that excellence is achieved in patient care.</p> <p>To facilitate the provision of services and programs which engage health promotion, education and evaluation techniques and strategies in promoting wellness and illness prevention, thereby encouraging the community to accept responsibility for their own health.</p> <p>To cultivate a positive profile of the Community Health department, reflecting its philosophical goals and objectives and those of Swan Hill District Health.</p>
Responsibilities:	<p>Clinical Practice</p> <ul style="list-style-type: none"> • Demonstrates advanced competency in diabetes clinical nursing practice • Delivers client centred care with a focus on best client outcomes • Operates within the relevant nursing scope of practice and in collaboration with medical staff as appropriate • Utilises evidence based Clinical Practice Guidelines (CPGs) relevant to nursing practice including; <ul style="list-style-type: none"> ○ Comprehensive client assessment. ○ Interpreting appropriate diagnostic tests ○ Formulating management plans ○ Provision of client education ○ Communicating client management plans to all relevant members of the health care team. ○ Evaluating client assessment and management ○ Documenting episode of care • Uses critical judgement to vary practice according to contextual and cultural influences • Identifies potential adverse outcomes and implements proactive strategies to minimise risk • Actively utilises community/public health information to inform interventions, referrals and coordination of care • Assists with the development & review of relevant policies and procedures <p>Health Promotion and Education</p> <ul style="list-style-type: none"> • Cultivates a positive profile of Community Health reflecting the Community Care Division philosophical goals and objectives. • Community involvement is fostered in all aspects of health education and promotion, encouraging the community to take responsibility for its own health. • Individual, emotional and social problems are recognised, immediate

	<p>action is taken and appropriate referrals are made if required.</p> <p>Liaison</p> <ul style="list-style-type: none"> • Close liaison with health and welfare agencies, local council, schools, health professionals and community groups in order that a co-ordinated health service delivered to the community. • Works closely with all Primary Care Division staff as part of an integrated multi-disciplinary health care team. <p>Management</p> <ul style="list-style-type: none"> • Relevant data and statistics are recorded. • Policies and procedures relating to client care and clinical practice are adhered to. <p>Education</p> <ul style="list-style-type: none"> • A professional network is maintained through liaison with peers. • An up-to-date professional knowledge base is maintained and implementation of improved work practices and techniques accordingly. • Participates in the education of both undergraduate and post graduate students of health and health related disciplines as required.
Hours of Duty:	Flexibility with work hours is required and may include evenings and weekends.
Key Performance Indicators	<p>Contract Deliverables:</p> <ul style="list-style-type: none"> • Occasion of Service: Client Direct Hours – 6 per day • minimum of 80% of available work time with direct client contact Via Face to face, Telehealth, Telephone, Email, RCP & Virtual Care • High levels of client satisfaction: measured by the PHN Patient Experience Survey
Location:	The position is based in Swan Hill, but may require travel in the Loddon Mallee Region (Swan Hill catchment).
Key Selection Criteria:	<p>Essential</p> <ul style="list-style-type: none"> • Current registration in the category of Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). • At least 5 years post registration experience, including 3 years recent experience in the area of Diabetes education. • Post Graduate Qualifications in Diabetes Education (minimum Graduate Certificate in Diabetes Education) along with membership and credentialing with the ADEA or working towards. • Demonstrated high level experience and skills in diabetes clinical practice, education and management for people living with Type 1 diabetes, Type 2 diabetes and gestational diabetes • Experience with diabetes technologies including CGM, insulin pumps and related databases. • Demonstrated high level communication, interpersonal and problem-solving skills. • Demonstrated ability in understanding and practice of health promotion principles. • High level of computer skills, including Microsoft software packages including those relevant to diabetes. • Demonstrates reflective practice and active participation in clinical supervision within a nursing team • Ability to work well within a multi-disciplinary team and liaise with community members and agencies. • A good knowledge of quality improvement and customer service.

	<ul style="list-style-type: none"> • A Current Victorian Driver's License • 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. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Previous experience in Health Promotion or Community Health • Experience in public speaking and providing group education. • Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement.
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:	<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 & 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:	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

	<p>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:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your 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:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	February 2016, September 2019, July 2024
Current:	December 2025
Managers Name:	Gayle Taylor
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

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585