

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	Immunisation Nurse (96)
EMPLOYMENT STATUS:	Casual
CLASSIFICATION:	Immunisation Nurse
CASUAL HOURLY RATE:	\$53.50 - \$55.95 plus superannuation
UNIT:	Community and Environmental Health

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The Community and Environmental Health Unit comprises a large team of enthusiastic and dedicated staff. The unit champions the service delivery aspects of Councils' business, managing and delivering a range of community-based services that are funded wholly or in part from Council, the Commonwealth or State government. This includes people and family services and school crossing supervision. In addition, the Environmental Health team advocate, enable and mediate with and for the community, to protect community safety, promote and protect health, prevent the spread of infectious disease, ensure safe development and support the protection of our environments. Further information is found at our [website](http://www.bendigo.vic.gov.au).

POSITION OBJECTIVE

- Assist with the provision of immunisation programs to ensure compliance with legislation and the provision of an efficient, quality service that promotes and enhances the wellbeing of individuals within the municipality.
- Provide professional, effective and efficient customer service that embraces the City's Values and Behaviours and the Customer Service Charter.

KEY RESPONSIBILITIES AND DUTIES

- Assist with providing a quality comprehensive immunisation service that meets the needs of the community in accordance with the National Immunisation Program Schedule.
- Assist with the provision of immunisation services for infants, school children, adults and the annual City staff flu vaccination.
- Ensure that appropriate pre-vaccination assessment is undertaken to determine the client's medical fitness for vaccination, observation post vaccination and provide information as requested.
- Ensure that each client is given adequate and accurate information to be able to give informed consent prior to being vaccinated.

Our Values & Behaviours



- Maintain detailed documentation and client immunisation records using VaxAPP.
- Assist with conducting health education programs for immunisation.
- Liaise with other health professionals and organisations to achieve the best possible program outcomes including with schools, school nurses and the Maternal Child Health service.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Immunisation, clinical and community health nursing practices, emergency medical treatment
Personal attributes:	Communication, empathy, time management, problem solving, flexible

ORGANISATIONAL RELATIONSHIPS

Reports to:	Immunisation Team Leader
Supervises:	Nil
Internal Liaisons:	Immunisation Administration Officers, Community Wellbeing staff and all other City staff members
External Liaisons:	Early Childhood and Family Support services, Hospital and Allied Health professionals, Community agencies and organisations, Department of Health, Medical Practitioners – General and Specialist, Educational organisations, residents ACIR, School staff and parents

ADDITIONAL INFORMATION

- A satisfactory Police Record Check, Working with Children Check and any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- Some flexibility in working hours is required including early starts and/or evening work.
- A current Victorian driver's licence.

QUALIFICATIONS

- Bachelor of Nursing or a Registered General Nurse.
- Accredited Nurse Immuniser in the State of Victoria.

KEY SELECTION CRITERIA

- Knowledge of immunisation in accordance with the National Immunisation Program Schedule.
- Skills and experience in both clinical and community health nursing practices.
- Skills and experience in the management of emergency medical treatment, which includes cardiac pulmonary resuscitation and the administration of drugs to patients.
- Good oral and written communication skills.
- Ability to gain cooperation and assistance from clients and other staff.

BAND 6 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Provide information and support to clients and/or employees as required.
- Ability to work within specific guidelines and under general supervision.
- Freedom to act is limited by standards, procedures, the content of the position description and the nature of the work assigned to the position from time to time.
- Responsible for implementing Unit policies, ensuring that community health programs are achieving the stated objectives.
- Responsible for ensuring that community health nursing practices comply with the Nursing Code of Ethics.
- Ability to work with sufficient freedom to plan one's own work.
- Outcomes of work are readily observable.

JUDGEMENT & DECISION MAKING:

- Responsible for compliance with Occupational Health and Safety guidelines in the workplace.
- Responsible for ensuring that resources used as efficiently as possible and that services are effective and relevant.
- Provide appropriate advice and recommendations to the Immunisation Team Leader on relevant issues that may impact on the program.
- Guidance and advice is always available.

SPECIALIST SKILLS & KNOWLEDGE:

- Knowledge of immunisation in accordance with the National Immunisation Program Schedule.
- Skills and experience in both clinical and community health nursing practices.
- Skills and experience in the management of emergency medical treatment, which includes cardiac pulmonary resuscitation and the administration of drugs to patients.
- An understanding of the function of the position within its organisational context, including relevant policies and procedures.
- Understanding of Local Government and its role with the community.
- Empathy with the concept of customer service focus, along with customer service skills.
- Demonstrate commitment to mandatory continuing professional development and research activities to increase knowledge and skills in accordance with the Nursing and Midwifery Board of Australia.
- Use of computer software including Microsoft Office suite.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- An understanding of and an ability to implement personnel practices including those related to equal employment opportunity and occupational health and safety.

INTERPERSONAL SKILLS:

- Ability to demonstrate and display the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- Ability and commitment to maintain confidentiality at all times.
- Good oral and written communication skills.
- Ability to resolve problems and deal with difficult clients.
- Ability to gain cooperation and assistance from clients and other staff.
- Ability to work unsupervised and as part of a team of health professionals.
- Ability to develop options, solve problems and be flexible as required.