

**Position Description**  
**Position title: Nurse Educator Clinical Leader**

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| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.  We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.  Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:**  Position Title: Nurse Educator | |
| Division: | Service Delivery |
| Reports to: | Team Leader |
| Position Purpose: | Provide clinical leadership; ensuring evidence-based quality nursing care be delivered to young people participating in the program at Triple Care Farm. |
| Key Result Areas | * KRA 1: Clinical Leadership & Nurse Education * KRA 2: Program Support * KRA 3: Administration |
| Key Challenges | Ensuring the provision of quality care to a socially disadvantaged young people with complex physical and psychological needs. Ensuring the program engages this marginalised cohort to improve health outcomes. Managing young people who may exhibit challenging behaviour. |

**Position Requirements (What are the key activities for the role?)**

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| |  |  | | --- | --- | | **Key Result Area 1 – Clinical Leadership & Nurse Education** | | | **Key tasks** | **Position holder is successful when** | | * Drive and sustain evidence-based quality nursing care for young people at Triple Care Farm. * Develop and review governing policies for nursing practice. * Contribute to modifications to policies, procedures and protocols for the program based on evidence based research and identify areas of practice that needs improvement and implementing strategies to improve them. * Provision of clinical support and ongoing education for nursing staff. * Assessment of nurses using clinical competencies; accountable for the assessment, planning, implementation and evaluation of nursing education and employee development programs * Identify learning needs of individuals and liaise with Team Leader to develop response | * Evidence based policies are in place for nursing care. * Education and professional development activities are completed for nursing staff as per professional registration requirements. * Implement and evaluate nurse education programs for registered nurses. | | **Key Result Area 2 – Program Support** | | | **Key tasks** | **Position holder is successful when** | | * Assist, at every opportunity, the ongoing development of the withdrawal program. * Participate in meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality. * Contribute to continuous quality improvement activities. * Ensure furnishings, equipment and stores are maintained and used with due care. * Undertake any associated duties as requested or directed by the Team Leader or Program Manager. * Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on shifts. | * Active contribution is made to the development of the program including participation in training and development. * Continuous quality improvement activities are completed. * Withdrawal unit is well resourced and maintained at all times. * Associated duties are completed efficiently. * All program resources are maintained and used with due care. * Incidents are documented and addressed in a timely and effective manner. * Attendance and participation in meeting, workshops and training are completed. | | **Key Result Area 3 – Administration and Education** |  | | **Key tasks** | **Position holder is successful when** | | * Ensure the maintenance of relevant medication records, case notes, progress notes or documentation for young person participation. * Maintain all necessary records and report, either verbally or in writing as required on young person’s progress, or misconduct, or any extraordinary incident including measures taken to effectively deal with such incidents. * Develop and maintain relationships with key external stakeholders including government and non-government agencies, Mental Health, acute health services and other providers. * Develop and maintain relationship with a range of internal stakeholders to allow the cross referral of young persons. * Complete a range of internal reports relating to the program for presentation to management as required. * Provide accurate statistical data * Complete a range of other administrative duties for the efficient running of the program including reports, monthly statistics and active research and quality improvement projects are conducted. * Ensure that vehicle log books are completed, signed and dated each trip. * Maintain and update clinical skills in accordance with current nursing standards. * Ensure that timesheet details are accurate and all timesheets are handed in to Team Leader | * Appropriate notes are kept for all young persons in line with required MA policies and procedures; and legal requirements. * Young Persons files are maintained with 100% accuracy. * Strong relationships are maintained with external bodies. * Strong internal relationships are maintained with positive implications for the development of the service. * All required reports are prepared correct and on time. * All required administration tasks are completed accurately and in a timely manner. * Monthly statistics are submitted on time to Research, Assessment and Counseling Officer. Quality improvement activities are completed, reviewed and actioned. * All reports are submitted in a timely fashion and a professional manner. * All log books are completed and accurate; in line with MA fleet policy. Vehicles are maintained in good condition. * Timesheets are well managed, accurate and submitted on time in all cases. | | | |
| **P**  **U Work Health and Safety**  Everyone is responsible for safety and must maintain:   * A safe working environment for themselves and others in the workplace * Ensure required workplace health and safety actions are completed as required * Participate in learning and development programs about workplace health and safety * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries   **Purpose and Values** |
| * Actively support Mission Australia’s purpose and values; * Positively and constructively represent our organisation to external contacts at all opportunities; * Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; * Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.); * To help ensure the health, safety and welfare of self and others working in the business; * Follow reasonable directions given by the company in relation to Work Health and Safety. * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. |

**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| Competencies |
| * Personal effectiveness * Team building * Relationship Management * Client focus - ability to relate to. * Organisational awareness * Results orientation * Values alignment * Proven written and verbal communication skills. * Ability to work as a part of a team. |
| Experience and Qualifications |
| * Registered Nurse with current APHRA Registration (relevant tertiary qualifications) * Experience and or demonstrated understanding of working with young people with problematic alcohol and drug issues in a residential withdrawal setting and within the context of harm reduction * NSW Driver’s License and current First Aid Certificate * Three years’ experience in the AOD field is desirable. * Familiarity with and confidence in working within a harm minimisation framework |

**Compliance checks required**

**Working with Children**

**National Police Check**

**Vulnerable People Check**

**Drivers Licence**

**Other (prescribe)**

**Approval**

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| **Manager name** | Gabriella Holmes | **Approval date** | 3/02/2020 |