

## Registered Part time School Nurse

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We are seeking a suitably qualified, enthusiastic, and knowledgeable **Registered Nurse** for a **part-time ongoing** position to commence as soon as possible. The successful applicant would need to be **available two days a week (Tues and one other day) from 10.00am-3.00pm**. The Registered Nurse will not be required to be in attendance during school holidays or breaks and would ideally have some flexibility to work additional hours or changed days on occasions.

### Key responsibilities

- Provide primary and emergency health care to students from ELC to Year 12 and staff
- Making referrals to school counsellors, doctors, hospital and allied health personnel as appropriate
- Liaising with parents/guardians, family, teachers, and Heads of School as necessary about the health needs of individuals
- Administering medicines in accordance with the individual's medical/health management plan and the School's Medication Policy
- Supporting the effective operations of the Health Centre service
- Administration duties including database entry and maintenance of medical records.

We are looking for applicants with strong caring, communication, administration, and database skills. The qualified Registered Nurse (RN) will have previous experience in a school, primary health care, first aid, or emergency department setting. The role will require knowledge and qualifications in First Aid, Anaphylaxis, Asthma, and other medical conditions is essential.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower. AHPRA registration as a nurse is required.

A full position description is available on the bottom of this page.

If you are a dedicated, warm, and supportive professional who would love to be involved in a caring Christian educational environment, please submit your application to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au) by **Friday 23 February 2024** together with the names, addresses and telephone numbers of three referees.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

## Position Description

### Registered Nurse

#### Nature of Role

As part of the Heath Centre team, the Registered Nurse (RN) works within a collaborative model to provide first aid and the Health Centre service for students, staff, and visitors.

The philosophy of the Huntingtower Health Centre is to provide a safe, open, and confidential place within the school environment where members of the School community can access a range of health related services and support. The School has a holistic view of health, and believes that it incorporates emotional, physical, spiritual, and social wellbeing.

This is a part time position during school hours in term time only. The RN needs to be flexible with days.

#### Main Responsibilities and Duties

The Registered Nurse is responsible for:

- Providing the first aid response to staff, students and visitors including assessment, treatment, referral if required, and associated communication and documentation
- Attending to medical needs of students, staff and visitors as required
- Providing services within a positive and empowered framework
- Supporting people attending the Health Centre to develop resilience and self-management skills
- Administering medicines in accordance with the individual's medical/health management plan and the School's Medication Policy
- Referring students to school counsellors, doctors, hospital and allied health personnel as appropriate
- Providing the first aid service for various school activities
- Maintaining familiarity and compliance with Ministerial Order 706: Anaphylaxis Management in Victorian schools.
- Assisting with clinical administration duties as advised by Manager
- Actively pursuing best practice in areas of responsibility and through professional development
- Undertaking and participate in continuous improvement and quality assurances practices, in view of improving service delivery/outcomes and timeliness of service
- Attending to CPD requirements as per AHPRA guidelines
- Complying with all OH&S policy and guidelines
- Other duties associated with the position as reasonably directed

#### Service Excellence and Customer Relationship Management

- Ability to manage competing priorities and deadlines
- Ability to build positive relationships and problem solve
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain respectful and professional relationships with all stakeholders
- Ability to handle confidential information with integrity
- Excellent interpersonal and customer-service skills
- Display empathy, commitment, and resilience
- Possess sound judgement and a calm and mature disposition
- Have a firm belief in, and commitment to the mission, vision, and core values of the School with an ability to articulate and promote these values.

## Position Requirements

- APHRA Registered Division 1 Registered Nurse (RN) with medical endorsement
- Practice in accordance with NMBA national competency standards
- Previous experience in a primary health care setting, Emergency department, or a role with a first aid requirement
- Experience in a paediatric setting will be highly regarded
- Current First Aid and CPR Qualifications (HLTAID011) and (HLTAID009)
- Current or willingness to obtain: Anaphylaxis and Asthma management Qualifications (22556VIC) and (22578VIC)
- High level planning and organisational skills with excellent attention to detail
- Methodical and clear thinking
- High level oral and written communication skills
- Work well independently and as part of a team
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment
- Experienced in Microsoft Office Suite
- Experience at using Synergetic and Consent2Go (highly advantageous) or experience with similar client management software
- A current employment Working with Children Check (E) and Criminal Record Check
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A positive history of working with children and experience in child-related work

## Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations

## Key Relationships

Reporting to:

- School Nurse
- Director of Business Operations

Liases with:

- Parents
- Students
- Staff
- School Executive
- External providers and suppliers

## Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Being familiar with emergency procedures and being ready to implement them if necessary

## Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*