



Registered Nurse

Position Description

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| Position Title | Registered Nurse |
| Responsible Council | NSW State Council |
| Reports To | Drug and Alcohol Operations Manager Freeman House |
| Location | Freeman House, Armidale |
| Primary position objective | The Registered Nurse co-ordinates and delivers high quality nursing care including detoxification support to clients experiencing alcohol and/or drug dependence and/or mental health issues and are at risk of or experiencing homelessness. This objective will be undertaken in collaboration with a multi-disciplinary team and consistent with St Vincent de Paul Society NSW Support Services policies, procedures and standards. |

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Program Overview

Freeman House and its associated programs are committed to minimising the harm related to homelessness, drug and alcohol use, mental health, cognitive impairment, contact with the criminal justice system and other associated issues and are part of the St Vincent de Paul NSW Specialist Drug and Alcohol Network, which includes the Freeman House Centre in Armidale, the New England Drug and Alcohol Outreach Program, the Maayu Mali centre in Moree, Rosalie House in Tamworth, Rendu House Day Program in Campbelltown and Rendu House AOD Services in South West Sydney. SVDP NSW is committed to providing high quality, innovative and flexible responses to drug and alcohol, homelessness and other areas of complex need in the New England region.

The nature and level of support differs according to individual needs, with a range of services offered including drug and alcohol case management and counselling in the community and in residential rehabilitation, access to psychological and psychiatric care, education and therapeutic group work, harm minimisation, living skills, withdrawal management and holistic health care and homelessness case management.

Duties and Responsibilities

Clinical Services:

- Provide clinical health care services (including detoxification services) to those presenting with substance dependence, mental health issues and/or at risk of or experiencing homelessness.
- Work with Case Management team to assess and intake prospective residential clients.
- Managing and maintaining access to GP, Podiatry, Optometry, Psychiatry, Metabolic Health, Heart Failure, Smoking Cessation Clinics, Mental Health support, Detoxification and Care Planning.
- Coordinate, develop and manage appropriate health services for this client group as directed by and in collaboration with Freeman House management including taking part in the development, implementation and evaluation of operational protocols, policies and procedures for the health clinic.
- Liaise with prescribing medical practitioners and pharmacists
- Manage the administration of client medications, to ensure appropriate medical regimes are followed.
- Monitor medicines and records of residential clients in line with Freeman House Policies and Procedures.
- Supervise and mentor staff with medication supervision responsibilities.
- Assess, plan, organise, evaluate and deliver holistic, quality nursing care in accordance with the Australian Nursing and Midwifery Council's (ANMC) National Competency Standards
- Document client care accurately and collect and maintain data and electronic health records in prescribed ways.
- Behaviour management of clients with challenging conduct.

Communication

- Maintain effective, open communication, consultation and liaison with clients, healthcare team members and all other members of the Freeman House team to ensure continuity of care to clients, and to ensure client needs are identified and their requirements are met.
- Form and terminate therapeutic relationships with clients.
- Maintain confidentiality.
- Communicate effectively both verbally and in writing with clients, staff, and external agencies.
- Maintain client progress in the medical records, and other relevant record systems in a clear and concise way that meet legislative requirements to ensure continuity of safe patient care.
- Maintain effective relationships with a small clinical team as well as the greater Freeman House multi-disciplinary team.

- Work with people from diverse backgrounds including culturally diverse backgrounds.
- Participate in service and staff meetings as required.
- Carry out administrative duties as required.
- Participate in the multidisciplinary care planning and clinical review processes with internal teams as required.

Partnership Development

- Actively promote the integration of clients into mainstream community resources, including transition to mainstream healthcare services.
- Actively work with other health care services to facilitate cohesive and comprehensive healthcare-coordination.
- Participate in multidisciplinary care planning with external teams when required.

Education

- Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals
- Participates in regular in-service education
- Access appropriate resources to enhance skills and knowledge
- Maintains currency of CPR accreditation

Quality Management & Research

- Maintain up to date knowledge, skills and practice within risk management, safety and quality frameworks
- Participate in quality improvement and research activities
- Participate in the accreditation processes
- Utilise evidenced-based practice in provision of care
- Identify practice areas requiring further research

Professional Issues

- Maintain registered nurse registration and professional standard of conduct.
- Demonstrate the use of clinical skills and knowledge.
- Act as a resource for the client, Freeman House staff, volunteers, community, and health care team.
- Promote evidenced-based practice through the implementation of research findings into clinical practice.
- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with clients, volunteers and fellow employees
- Demonstrate ability to apply professional and ethical boundaries when dealing with complex situations.
- Conduct will reflect the ethos of the St Vincent de Paul Society and will be within the agreed Code of Conduct
- Report for duty punctually and give adequate notice of absenteeism.
- Act responsibly in professional issues involving colleagues.
- Effectively manage time and priorities.

Work Health and Safety

- Maintain a safe and secure environment for clients, staff and volunteers.
- Comply with NSW Support Services and Freeman House Work Health and Safety policies, procedures and safe work practices
- Promptly report all incidents/injuries/hazards to supervisor/line manager and complete an appropriate incident report.
- Ensure health and safety of self. Does not put others at risk by own actions or omissions
- Attend mandatory WHS training.
- Use equipment provided in a safe manner
- Utilise personal protective equipment appropriately

Essential Skills/Criteria

- Current unrestricted Nursing registration with the Australian Health Professionals Regulation Agency (AHPRA)
- A minimum of two years clinical experience working in drug and alcohol services or associated nursing field, and broad understanding of drug and alcohol treatment, physical and mental health issues
- 2 years minimum experience working as in-charge of shift and/or in charge of hospital.
- Proven ability to work autonomously, with limited/remote medical practitioner support while maintaining scope of nursing practice
- A commitment to work and partner with Aboriginal and Torres Strait Islander patients and families and employees to enhance health outcomes for Aboriginal and Torres Strait Islander clients
- Demonstrated capacity to work with people from diverse backgrounds
- Capacity to communicate effectively both verbally and in writing with clients, staff, management and external agencies
- Interest in and understanding of issues relating to homelessness and substance dependence/mental health
- Demonstrated ability to work respectfully and effectively within a multidisciplinary team, and commitment to working with service partners, including carers, NGO's and public health services
- Demonstrated application of evidence-based practice and critical thinking to advocate for and implement individualised person-centred care
- Demonstrated effective written and spoken communication skills
- Evidence of participation in personal professional development
- Intermediate computer skills, including use of the Microsoft Office suite and ability to learn and utilise numerous software platforms for documentation.
- Willingness to work within the ethos, policies and procedures of the St Vincent de Paul Society and the NSW Support Services

Desirable Skills/Criteria

- Experience in working with homelessness services or community health services
- Experience in working in Emergency Nursing, the Alcohol and Other Drug sector and/or mental health
- An understanding of General Practice nursing would be advantageous
- Demonstrated ability to provide individual and group education to colleagues, peers and clients
- Current NSW Drivers Licence

The St Vincent de Paul Society is an Equal Employment Opportunity Employer.