Position description

Enrolled Nurse

Section A: position details

<table>
<thead>
<tr>
<th>Position title</th>
<th>Enrolled Nurse</th>
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</thead>
<tbody>
<tr>
<td>Employment Status</td>
<td>Part-Time (0.6FTE) and Casual roles available</td>
</tr>
<tr>
<td>Classification and Salary</td>
<td>Nurses Award 2010; Enrolled Nurse Pay Point 1-5 (Above Award salary dependent on skills and experience)</td>
</tr>
<tr>
<td>Location</td>
<td>Neami Joondalup Mental Health Step Up Step Down (JMHSS)</td>
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<tr>
<td>Hours</td>
<td>7 Day Rotating Roster (overnight shifts i.e. 10:00pm to 8:00am); Additional shift work support may be required</td>
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<tr>
<td>Contract details</td>
<td>Maximum term contract until 30 April 2018; Casual roles available</td>
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Organisational context

Neami National is a community-based recovery and rehabilitation service supporting people living with mental illness and psychiatric disability to improve their health, live independently and pursue a life based on their own strengths, values and goals.

We provide services in more than 50 locations, ranging from the inner-city and suburbs to regional and remote parts of Australia.

Our vision is for full citizenship for all people living with a mental illness in Australian society. Our mission is to improve mental health and wellbeing in local communities across the country.

We believe that recovery is an individual process and that with the right kind of support everyone can live a life based on their own strengths, values and goals for the future.

We use an approach called the Collaborative Recovery Model (CRM) to support people through our services. The CRM assists individuals to identify their personal strengths and values, to set goals and then helps them make progress towards achieving them.

As an organisation based strongly on our mission, vision and values, Neami is committed to demonstrating the highest standards of safety and quality across all of our services. Neami views quality, safety and clinical governance activities as key components of the role and responsibilities of all staff and an essential process in the provision of safe and high quality support services to consumers.

We are a smoke free organisation.
Position overview

The Joondalup Mental Health Step Up Step Down Service (JMHSS) is a 22 bed Step Up Step Down facility that provides an option for people who are becoming unwell or are still recovering from an acute illness and need a short period of additional support and consolidation to complement their treatment and support. The JMHSS aims to prevent avoidable inpatient admissions. During their stay consumers are assisted to develop a relapse prevention or wellness plan. The JMHSS is staffed 24 hours per day, 7 days per week.

The staffing model has been designed to increase the frequency and span of nursing care of consumers. The position requires current registration with AHPRA, endorsement to administer medications, or commitment to undertake an accredited medication administration course. Relevant clinical experience working within a rehabilitation/recovery setting is desirable. Demonstrated ability to work collaboratively within a multidisciplinary environment is a critical success factor. These roles in our Mental Health Step Up Step Down service represent a wonderful opportunity for the successful candidate to gain valuable experience working within a recovery model of service delivery in a supportive team environment.

At the JMHSS, we work in close collaboration with consumers’ regular treating teams or Case Managers, who retain clinical treatment responsibility for consumers during their stay. You will play an active role in discipline knowledge sharing with your Neami colleagues and creating a reciprocal learning environment for staff.

Night shift consists of yourself as stand up worker and a passive sleepover position available for support if required. Tasks are assigned for the duration of the night.

Day shift you will draw on your discipline skills, you will engage with the consumer, clinicians, the consumer’s treatment team, Neami staff and family/friends/carers to provide high quality assessments and interventions aimed at improving mental health outcomes for consumers. In addition, you will work with your Neami colleagues (Community Rehabilitation and Support Workers and Peer Support Workers) to deliver the Optimal Health Program, aimed at equipping consumers to develop a relapse prevention plan.

Period of employment

Maximum term contract until 30 April 2018, subject to a 3-month probationary period.

Accountability

The Enrolled Nurse is accountable to the Registered Nurse and Service Manager.
Conditions of employment

The terms and conditions of employment will be in accordance with the Nurses Award 2010 – Enrolled Nurse: Pay Point 1 – 5 (above Award salary dependant on experience).

A number of benefits are available to staff, including generous salary packaging with rewarding NFP fringe benefit tax exemptions.

- Criminal record checks are mandatory for all new appointments. Neami will cover the cost of an Australian check. Where a new employee has lived outside of Australia for 12 months or more within the last 10 years, the cost of an International check will be borne by the applicant (~$142.00).
- Working with Children check required before commencement of work (employee responsibility).
- You must maintain a right to work in Australia, in the position and location of employment during your employment with Neami. You must comply with all terms of any such grant of a right to work in Australia.
- At all times maintain annual registration requirements with AHPRA including registration standards and continuing professional development (CPD).

Section B: application procedure

To discuss the position, please contact:

Name: Fiona McCrystal – Service Manager JMHSS
Contact Phone Number: (08) 6200 9165

Applications should include a CV and a Cover Letter explaining your interest in the position and working at Neami National. You do NOT need to provide a written response to the selection criteria.

To apply, please:
- Include three current referees.
- Refer to the “Job” tab on our website to submit your application.
- Ensure the files are in Word (.doc) or Adobe Reader (.pdf) format.

Closing date for applications: **Sunday 15 October 2017**

Please visit www.neaminational.org.au for more information on our organisation, services and other employment opportunities around Australia.
Section C: key responsibilities

Provide direct support and rehabilitation to consumers within the step up step down setting

- Engage consumers and develop trusting and professional relationships
- Follow all OH&S procedures to ensure safe work practices especially in the area of safety in outreach work
- Actively contribute as a team member to the delivery of an integrated mental health service with the aim to more effectively support consumers and promote the recovery model
- Participate in the regular collection of service data which can then be used to evaluate outcomes and assist with the continuous improvement of the service
- Provide services that are consistent with the JMHSS Clinical Governance Framework
- Work within the parameters of Neami’s policies and procedures in addition to any professional codes of conduct
- Ensure incident and critical incident reporting occurs in accordance with guidelines
- Assist consumers to participate in recreation activities and the cultural life of the community by supporting them to develop interpersonal skills

Night Shift: Provide direct practical support to consumers so that they gain/maintain independent living skills.
- Supporting consumers over the phone and/or face to face with the support of the ‘sleepover’ worker.
- Administrative duties to support the day shift (e.g. auditing files, making files).
- Checking and ordering of nursing supplies (e.g. first aid box).
- Writing shift entries, handover & giving handover to the oncoming shift.

Day Shift: includes assistance by sharing skills in cooking, nutrition, personal care, budgeting skills, shopping, maintaining the home and utilising public transport
- Engage consumers, using a strengths-based approach to complete a mental health status measurement and a needs assessment. Using the Collaborative Recovery Model (CRM) protocols work collaboratively with consumers to identify their needs, set goals and develop a plan to meet those goals
- Together with the consumer regularly monitor their progress towards their identified goals
- Plan, facilitate and evaluate group rehabilitation programs
- Work within a holistic framework taking into account the needs of consumers, family, carers and other members of the community in order to ensure tangible rehabilitation outcomes
Clinical service delivery

- Comply with the Code of Ethics for Nurses
- Work within the scope of the Code of Professional Conduct for Nurses
- Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Enrolled Nurse
- Ensure compliance with National Framework for Decision Making by Nurses and Midwives on Scopes of Practice
- Provide quality consumer care using an evidence based approach
- Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained
- Regular monitoring of consumer related documentation to ensure compliance with applicable legal and regulatory bodies
- Undertake special projects or reports required by the Service Manager on a wide range of issues
- Provide services to consumers from a variety of cultural and ethical groups

Participate fully as a team member

- Establish and maintain effective communication within interdisciplinary teams to ensure consumers receive quality nursing care
- Foster a learning environment by participating in reciprocal guidance and coaching with other staff to share clinical knowledge and develop and inform your own practice by drawing on the expertise and insights of other staff
- Participate in regular supervision and an annual performance review
- Actively participate in reflective practice through team meetings, decision-making processes, service planning sessions, supervision, and staff development activities
- Raise and seek to resolve any areas of conflict or dispute with other staff in an open, honest, and respectful manner
- Support Neami National efforts in reducing our impact on the environment and work towards a sustainable future

Working with community partners

- Seek to learn about the consumers interests, their connections with family and friends and work together with consumer to build their capacity to be part of their community
- Involve carers, family and friends as identified by the consumer in the individual service plan for the consumer
- Work closely with clinical case managers in order to deliver the best possible comprehensive service to consumers
- Work closely with community welfare staff, cultural and recreation staff and education staff to create opportunities for consumers to participate in community activities
- Cooperate and plan together with community housing provider staff to ensure consumers can maintain their accommodation
Maintain records and resources

- Collect, collate and maintain data on consumer contact
- Team members collect information on community resources
- Regularly report to the Manager regarding achievement of work plan
- Implement Neami Risk Management Framework at the JMHSS service and ensure timely response to any identified risks related to staff and or consumers
- Ensure all consumer data is entered into Carelink+ data base
- Complete all documentation related to service delivery within a timely manner
Section D: key competencies

Creating diverse staff teams

The values, skills, attributes and commitment of our staff are key to our success and reputation as a national mental health service that provides high quality support services to people living with a mental illness.

We are strongly committed to further developing and diversifying our work force as part of our strategic directions.

We celebrate multidisciplinary teams and value the rich skills and experiences brought by applicants from a range of sectors and professional backgrounds.

Further depth is brought by those from diverse cultural backgrounds, Aboriginal staff, and those with lived experiences of mental illness and recovery, all of whom are strongly encouraged to apply for any roles that match their skills and interest.

The following competency criteria will inform our selection decision:

Nursing experience and knowledge

- Commands a sound level of knowledge and practice in Mental Health nursing
- Applies current knowledge of legislative obligations and regulatory requirements in the areas of Nursing for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery
- Understands the Nurses Act, Mental Health Act and other legislation/policies applicable to the nursing profession
- Holds enrollment in the Nurses and Midwives Board of WA and valid current registration with Australian Health Practitioner Regulation Agency (AHPRA)

Adhering to principles and values

- Upholds ethical behaviour, consistent with values as characterised by honesty, fairness responsibility and hope
- Demonstrates integrity and credibility, and fosters open honest communication
- Demonstrates commitment to the organisation and its values

Working with people and building relationships

- Adapts to the team and contributes to a positive team dynamic
- Listens, consults others and communicates proactively to address conflict
- Develops and openly communicates self-insight such as an awareness of own strengths and areas for development
- Clearly conveys opinions and information verbally
- Establishes respectful professional relationships that have clear boundaries with consumers, staff and partner organisations
- Demonstrates an interest and understanding of others and relates well to people at all levels
- Gains agreement and commitment from others by engaging and gaining respect
- Promotes ideas on behalf of self or others and supports others to self-advocate
- Manages conflict in a fair and transparent manner
Communicating and facilitating

- Speaks clearly, fluently and honestly to engender trust
- Demonstrates awareness of, and ability to regulate own emotional reactions
- Adapts communication style to meet the needs of others, and identifies changing needs within a group
- Engages a diverse range of people, and facilitates groups with skill and confidence
- Produces new ideas, approaches or insights when working with consumers
- Describes the stages of recovery to facilitate a consumer’s understanding of the recovery journey
- Can creatively tailor group activities to engage and meet the needs of participants
- Uses self-disclosure in a purposeful, meaningful and safe way

Planning, organising and problem solving

- Manages time effectively
- Sources and organises resources required for a task
- Is accountable and proactive about reviewing progress and outcomes
- Appropriately follows instructions from others and understands and respects authority
- Exercises common sense in making judgments and seeks solutions to problems

Adapting and responding to change, and coping with challenges

- Adapts to changing circumstances and responds to the reactions and feedback of others
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards diversity
- Deals with ambiguity, making positive use of the opportunities it presents
- Puts appropriate boundaries around personal issues
- Maintains a hopeful and positive outlook even during challenging times at work
- Demonstrates self-awareness and ability to reflect and handle feedback well and learn from it

In addition you will need:

- Computer literacy
- Current Australian driver’s licence
- Enrolled nurses must be enrolled in the Nurses and Midwives Board of WA and must hold a valid current registration with Australian Health Practitioner Regulation Agency (AHPRA)
About Neami National

Neami National is a community mental health service supporting people living with mental illness to improve their health, live independently and pursue a life based on their own strengths, values and goals. We were founded in 1986 by a group of concerned residents wanting to support people in their local community.

Our vision is for full citizenship for all people living with a mental illness in Australia. Our mission is to improve mental health and wellbeing in local communities.

Our values and core principles are self-determination, choice, change, respect, empowerment, growth, hope, wellbeing, partnerships, diversity, learning and quality.

We believe everyone can live a fulfilling and meaningful life through connecting with the things they care about, the people around them and their local community. Our role is to work with and walk beside people in their own recovery journey, whatever that means to them and however long it takes.

Today, we support over 8,000 Australians in New South Wales, Queensland, South Australia, Victoria and Western Australia across a variety of short and longer term mental health support and housing services.

Three reasons to work with us

1. High quality services
We have a fundamental commitment to provide each person we support with the highest quality services possible that match their values, strengths and goals in life.

We base our work on the best evidence available and have our own Research and Service Development Team. We also have an in-house Learning and Development Team that offers comprehensive training to all staff throughout their time with us.

Our service model is based on the University of Wollongong’s Collaborative Recovery Model, which underpins all our services and provides for consistency and measurable outcomes.

We also incorporate the Optimal Health Program from St Vincent’s Frameworks for Health, our own Physical Health Prompt and other complementary tools and approaches as needed.

2. Learning and innovation
We have grown and developed a lot in the last three years, with a doubling of the number of people we support and in the staff who support them.

This growth and development can be directly attributed to the quality of our services and the culture of learning and innovation that drives us as an organisation. We believe in learning new things, considering new perspectives and testing out new ideas as we find better ways to do things.

We are always looking ahead to ensure we can take advantage of new opportunities and respond to any risks or issues that are facing us and our sector.

3. Support for staff
Everything we do to support people to improve their mental health and wellbeing relies on our talented, well trained and passionate staff team.

We know that providing support to people with complex needs is challenging as are many of the other corporate roles within our organisation.

That is why we provide a supportive environment, comprehensive training, generous leave provisions and workplace flexibility measures to help people balance work and personal commitments.