



Murray Valley Aboriginal Cooperative was established in 1974 with a clear vision to provide Health, Housing and Child Care / Education to our Community. MVAC is now the largest service provider in Robinvale and welcomes you to apply for this position.

MVAC is committed to Safety and through compliance to our Standards we strive to embed this commitment throughout the organisation. Compliance to these standards is a mandatory requirement for all staff members. This Position Description provides our employees with specific role expectations and functions. The roles and responsibilities reflect our values and ensure accountability towards the achievement of our values and mission.

We are a flexible organisation and as such we expect individual roles will change over time, and position descriptions will change with them. Position descriptions need to evolve and continue to be correctly classified as these changes occur. The duties and responsibilities outlined should not be considered definitive.

<b>Position Title</b>	<b>Practice Nurse – Enrolled Nurse</b>
<b>Cost Centre</b>	Health
<b>Management Hierarchy</b>	Team Member
<b>Classification – Full or Part-time (%)</b>	Part-Time
<b>Scope or Purpose of Position</b>	MVAC Health Service
<b>Contractual Employment Period</b>	All positions at MVAC are subject to funding and the satisfactory completion of the probation period.
<b>Reports to Secondary</b>	Executive Director of Programs
<b>Award</b>	Nurse Award
<b>Position Purpose</b>	An enrolled nurse at MVAC is accountable for delivering culturally safe, evidence-based nursing care within their scope of practice, under the direction of a registered nurse and/or general practitioners, while supporting holistic, community-controlled primary health care. The role focuses on direct clinical care, chronic disease and preventative health, care coordination, documentation, and participation in quality and cultural safety activities.
<b>Child Safety</b>	MVAC aims to ensure the safety and well-being of children and youth throughout our organisation in line with current Child Safety Standards. In order to achieve this, MVAC has implemented all necessary legislation, regulations and guidelines pertaining to child safety at all levels of operation through policies and procedures. <b>Management Responsibility:</b> Priorities the safety and wellbeing of children to your staff. Regularly review the 11 standards at staff meeting level. <b>Staff and Volunteers Responsibility:</b>

	<p>Priorities child safety.</p> <p>Implement the Child Safety and welling policies.</p> <p>Speak up about child safety.</p>
<b>Salary or Compensation Rate (including superannuation)</b>	<p><i>Note: Salary or compensation rates and conditions may be reviewed and considered at the annual performance review session only; notwithstanding any due increases in the respective over-riding award any or all adjustments in compensation conditions lies with the CEO, only, and no other agent of MVAC including the Direct Performance Reviewer.</i></p>
<b>Salary Packaging</b>	Available
<b>Time Fraction Per Week</b>	<p>Fulltime employees will work 34 hours per week over a 52-week year, and between the following weekly operating hours:</p> <p>Monday – Thursday: 9:00am – 5:00pm.</p> <p>Friday: 9:00am – 4:00pm.</p> <p>Closed Weekends, and National or Victorian Public Holidays.</p> <p>Breaks:</p> <ul style="list-style-type: none"> <li>- 1-hour unpaid meal break if working for more than 5 hours.</li> <li>- 10 minutes each for morning and afternoon tea if working for every 4 hours.</li> </ul> <p><b><i>Note: An employee may be requested to work hours outside the above times but may also have the right to refuse such request depending on the situation. Any excess hours maybe recognised by TOIL or direct payments, but not until it has been authorised by the CEO only.</i></b></p>
<b>Required Pre-Employment Conditions or Screening Checks</b>	<p>All MVAC employees, <b>prior to appointment</b>, are required have and maintain a WWCC and police check (no older than three months before application)</p> <p>In addition, the following information must be provided:</p> <ul style="list-style-type: none"> <li>- <i>A current unrestricted drivers' licence, (if required in your business area)</i></li> </ul>
<b>Mandatory training</b>	<p>The following must be completed in the first 3 months of employment:</p> <ul style="list-style-type: none"> <li>- <i>Child Safety Training</i></li> <li>- <i>MVAC Code of Conduct</i></li> <li>- <i>MVAC Feedback and Complaints</i></li> <li>- <i>Work, Health and Safety</i></li> <li>- <i>Smoking, Vaping, Drug and Alcohol-free Policy training</i></li> <li>- <i>MARAM - if required</i></li> <li>- <i>First Aid Certificate (code finishing in 0003 or greater),</i></li> </ul>
<b>Primary Position Location</b>	<b>MVAC Offices, 87 Latje Road, Robinvale</b>
<b>Secondary Locations (If any)</b>	As required
<b>Probation Period</b>	<p>Six months after initial appointment; it can be deemed shorter at the discretion of the CEO only.</p> <p>During any probation period there will be two reviews undertaken; one approximately mid-way, and another two weeks before end of probation period at which time the employee could be come permanent for the terms of the funding source or have their probation period extended or their contract of service terminated.</p>
<b>Performance Review Timing</b>	Once an employee has had their contract of service confirmed and/or post the completion of the probation period there is usually a number of three-monthly

	performance / staff development reviews undertaken until the contract of service is completed or a new contract of service is renegotiated.
<b>Direct Performance Reviewer</b>	Executive Director of Programs
<b>End of Contract Conditions</b>	An end of contract can be deemed to have happened if the employee has resigned, retired, been terminated due to a breach of certain MVAC policies, and/or National or State legislations, or for other specific reasons stated in the contract of service. In most cases compensation maybe granted for an early completion of a contract of service.
<b>Primary Legislation Position Operates Under</b>	<ul style="list-style-type: none"> <li>• Child Wellbeing and Safety Regulations</li> <li>• Child Wellbeing and Safety Act 2005 (the Act)</li> <li>• Child Safe Standards</li> <li>• Fair Work Act 2009</li> <li>• Human Rights and Equal Opportunity Commission Act 1996</li> <li>• Occupational Health and Safety Act 2017</li> </ul>
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• CEO / Executive Business Manager</li> <li>• Human Resource Manager</li> <li>• MVAC Health Practice</li> <li>• MVAC Early Learning team</li> <li>• MVAC IFS and SEWB teams</li> <li>• Health Promotion and Maternal Health teams</li> </ul>
<b>Key External Relationships</b>	<ul style="list-style-type: none"> <li>• Consumer Affairs Victoria</li> <li>• MVAC Funding Bodies</li> <li>• LMARG</li> <li>• Swan Hill Shire Council</li> <li>• Robinvale District Health Service</li> <li>• Robinvale College</li> </ul>
<b>Key Accountabilities and Duties / Selection Criteria</b>	<p><b>Culturally safe, person-centred practice</b></p> <ul style="list-style-type: none"> <li>❖ Provide safe, respectful, holistic nursing care that recognises the cultural values, beliefs and rights of Aboriginal and Torres Strait Islander peoples, and supports community control and self-determination.</li> <li>❖ Work collaboratively with Aboriginal Health Workers/Practitioners and community members to ensure services are culturally secure and responsive to local needs.</li> </ul> <p><b>Professional and ethical practice within scope</b></p> <ul style="list-style-type: none"> <li>❖ Practise in accordance with Enrolled Nurse Standards for Practice, relevant legislation, MVAC policies and clinical protocols, and accept accountability for own actions and decisions.</li> <li>❖ Work under the delegation and supervision of a Registered Nurse, escalating changes in condition or complexity of care outside the enrolled nurse scope.</li> </ul> <p><b>Clinical care and chronic disease support</b></p> <ul style="list-style-type: none"> <li>❖ Contribute to assessment, planning, implementation and evaluation of nursing care for individuals and families across the lifespan, with a strong focus on chronic disease management and preventative health.</li> <li>❖ Support health checks, care plans and screening activities in line with primary health care and MVACs models of care.</li> </ul>

<p><b>Teamwork and communication</b></p> <ul style="list-style-type: none"> <li>❖ Actively participate as a member of a multidisciplinary team (GPs, RNs, Aboriginal Health Workers, allied health, visiting specialists) to ensure coordinated, high-quality care.</li> <li>❖ Maintain effective, trauma-informed communication with clients, families, carers and colleagues, contributing to a safe and supportive clinic environment.</li> </ul> <p><b>Documentation, data and digital systems</b></p> <ul style="list-style-type: none"> <li>❖ Maintain accurate, timely and confidential clinical documentation and data entry in the electronic clinical information system and other relevant platforms.</li> <li>❖ Contribute to data quality for clinical reporting, funding and accreditation requirements, including use of recalls and care plan documentation.</li> </ul> <p><b>Safety, quality and continuous improvement</b></p> <ul style="list-style-type: none"> <li>❖ Adhere to infection prevention and control, medication safety, cold chain, and workplace health and safety procedures at all times.</li> <li>❖ Participate in clinical audits, incident reporting, risk management and quality improvement activities aligned with national standards and MVAC policies.</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>❖ Maintain mandatory competencies and engage in ongoing professional development relevant to Aboriginal health and primary health care nursing.</li> <li>❖ Participate in supervision, performance review and education activities to sustain and develop clinical competence.</li> </ul> <p><b><u>Daily clinical duties</u></b></p> <p><b>Direct nursing care</b></p> <ul style="list-style-type: none"> <li>❖ Perform nursing assessments within scope, including history taking, vital signs, and risk screening, and promptly report significant changes to the RN/GP.</li> <li>❖ Provide evidence-based nursing interventions such as wound care and dressings, basic acute care support, monitoring of chronic conditions, and patient education on treatment and self-management.</li> </ul> <p><b>Procedures and treatments (within scope)</b></p> <ul style="list-style-type: none"> <li>❖ Undertake delegated clinical tasks including ECGs, basic respiratory and cardiovascular monitoring, specimen collection (e.g. pathology swabs, urine, blood), and point-of-care testing, as trained and authorised.</li> <li>❖ Administer medications under GP direction in accordance with legislation, MVAC medication policy and individual competence (e.g. oral, topical and other permitted routes).</li> </ul> <p><b>Chronic disease and preventative activities</b></p> <ul style="list-style-type: none"> <li>❖ Assist with Aboriginal and Torres Strait Islander health checks, care plan development and reviews, chronic disease clinics, and follow-up of investigation results and recalls.</li> <li>❖ Support immunisation and screening programs (e.g. cardiovascular, diabetes, cancer screening) in collaboration with RNs, GPs and Aboriginal Health Workers.</li> </ul> <p><b>Care coordination and follow-up</b></p> <ul style="list-style-type: none"> <li>❖ Action recall and reminder lists, contact clients to arrange appointments, and support coordination of care with visiting specialists, allied health and external services.</li> <li>❖ Contribute to discharge planning and follow-up after hospitalisation, ensuring continuity of care and linkage with community supports.</li> </ul> <p><b>Clinic operations and environment</b></p> <ul style="list-style-type: none"> <li>❖ Prepare and maintain clinic rooms, equipment and supplies, ensuring appropriate cleaning, sterilisation and stock rotation.</li> </ul>
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	<ul style="list-style-type: none"> <li>❖ Support efficient clinic flow by assisting with client movement through the service, prioritising care based on acuity and appointment schedules.</li> </ul> <p><b>Cultural, community and health promotion activities</b></p> <ul style="list-style-type: none"> <li>❖ Participate in community-based clinics, outreach, group programs and health promotion activities as required, reinforcing key health messages in culturally appropriate ways.</li> <li>❖ Model culturally safe, non-discriminatory behaviour and support a welcoming environment for Aboriginal and Torres Strait Islander clients and families.</li> </ul>
<b>Essential Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Understanding and respect of local Aboriginal History</li> <li>- Aboriginal Cultural awareness</li> <li>- Ability to communicate effectively</li> <li>- Ability to work independently</li> </ul>
<b>Random Drug and Alcohol Testing</b>	<p>MVAC has a policy on the usage of drugs and alcohol throughout all business centres and therefore management has a right to conduct random drug and alcohol testing, as needed or directed by either MVAC CEO or MVAC Board.</p>
<b>Privacy Requirements</b>	<p>All successful applicants will be required to acknowledge the existence and daily application of the MVAC Privacy Policy <a href="https://www.mvac.org.au/privacypolicy/">https://www.mvac.org.au/privacypolicy/</a> which have been developed in-line with the Privacy Act 1988 <a href="https://www.oaic.gov.au/privacy/australian-privacy-principles/">https://www.oaic.gov.au/privacy/australian-privacy-principles/</a></p>
<b>Disclosure of Information on Pre-existing Injuries or Conditions</b>	<p>There is an obligation on all applicants to fully disclose, either in application and/or at interview, any prior or present medically related injuries or conditions that could have a bearing on their ability to perform the duties and responsibilities of the position, as outlined in this Position Description, or potentially expose the employer to increased workplace-related liability in the future (see primary risk exposure section for guidance). Such information cannot be used by MVAC to discriminate the applicant in their consideration for suitability for the position, nor once employed in any performance reviews or promotion considerations</p> <p><a href="https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law">https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law</a></p>
<b>Continuous Professional Development (CPD)</b>	<p>MVAC is a strong and active supporter of all employees undertaking opportunities to further enhance their professional, and personal skills and abilities within their area of employment. This development will be identified through the supervision process with your immediate manager.</p> <p>MVAC may provide this support through the conduct of internally or externally managed workshops.</p>
<b>Signature of Employee (once contract has been signed)</b>	<p>•</p>
<b>Name and Date:</b>	<p>•</p>