



Position Description

Position Title	Community Nurse (EN) – Enrolled Nurse
Division / Team	Allied Health / Community Nursing & Specialist Care Program (CN&SCP)
Reports to	Community Nurse Team Leader
Agreement / Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification	EN2
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	September 2026

About Ballarat Community Health	Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.
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Our Purpose	Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.
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Our Leading Principles	Address health inequity and inequality Improve the health and wellbeing of our community Have impact and be sustainable
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Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement	Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.
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Position Summary	The Enrolled Nurse delivers safe, high-quality, client-centred nursing care across home and clinic settings, supporting older people to maintain their health, wellbeing and independence while living in their own homes. Working within their scope of practice and
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under the direction of a Registered Nurse, the role supports coordinated, evidence-informed care that promotes client choice, independence and improved health outcomes.

The Enrolled Nurse works collaboratively with clients, families and the multidisciplinary team, contributes to service coordination and care delivery, and ensures accurate clinical documentation and effective management of clinical supplies. The role operates in accordance with the new Aged Care Act, relevant legislation, professional standards, and BCH policies and values.

Principal Areas of Responsibility**Clinical Responsibilities**

- Provide safe, high-quality, client-centred nursing care in accordance with the Aged Care Act 2024, the Statement of Rights, relevant legislation, professional standards, individual scope of practice and BCH policies and procedures.
- Respect and promote clients' dignity, privacy, culture, identity, autonomy, choice and independence, including their right to make informed decisions and take reasonable risks.
- Support clients to actively participate in decisions about their care, health and wellbeing, consistent with their preferences, needs and goals.
- Promote reablement, independence and quality of life, supporting clients to maintain or improve their capacity to live independently in their own home.
- Apply primary health care and social model of health principles to support clients, families and carers to manage their health and wellbeing.
- Provide evidence-informed, ethical and culturally safe care that is responsive to individual needs and circumstances.
- Communicate respectfully and effectively with clients, families, carers, supporters and advocates, consistent with client consent and preferences.
- Practise within the Enrolled Nurse's scope of practice and level of competence, seeking guidance and escalating clinical concerns or changes in client condition to the Registered Nurse as required.
- Recognise and escalate care needs that exceed the Enrolled Nurse's scope of practice, delegated responsibilities or level of competence, in accordance with BCH clinical governance and escalation processes.
- Maintain accurate, contemporaneous and confidential clinical documentation and reporting in accordance with relevant standards and requirements.
- Remain accountable for own nursing practice and clinical decisions within scope of practice and appropriately escalate clinical concerns to the Registered Nurse.

Service Delivery and Coordination

- Deliver nursing services in home and clinic settings in accordance with client care plans, clinical assessments, delegated responsibilities and the Enrolled Nurse's scope of practice.
- Contribute to the coordination of client care, including identifying changing needs, supporting referrals and contributing to care planning and review under the direction of a Registered Nurse.
- Monitor and report changes in client condition, needs or circumstances, escalating concerns to the Registered Nurse as required.
- Work collaboratively with clients, families, carers and the multidisciplinary team to support coordinated, person-centred care and continuity of services.
- Support clients to maintain independence and safely undertake activities of daily living within their capacity, consistent with their care plan and identified goals.
- Support clients to access appropriate services and resources that promote independence, health and wellbeing.
- Maintain appropriate levels of nursing supplies and equipment, including stock monitoring, restocking and reporting maintenance requirements.
- Complete accurate and timely client records, assessments, forms, statistics, logs and service activity reporting in accordance with BCH requirements.

- Contribute to the effective operation and continuous improvement of community nursing services through participation in relevant service processes and initiatives.

Scope

- Practice within the Enrolled Nurse's individual scope of practice, level of competence and delegated responsibilities, seeking guidance and escalating matters outside scope to the Registered Nurse or relevant leader as required.
- Practice in accordance with the requirements of AHPRA registration, the Nursing and Midwifery Board of Australia (NMBA) Enrolled nurse standards for practice, Code of conduct for nurses and relevant NMBA codes, guidelines and frameworks.
- Maintain professional competence through ongoing professional development and continuing education relevant to the role and scope of practice.
- Practice in accordance with applicable legislation, BCH policies and procedures, and relevant community health standards and guidelines.
- Follow clinical leadership, supervision and management direction and seek appropriate advice when required.

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
- Participate in performance development plans and supervision
- Participate in the organisation's continuous quality improvement programs and activities

Qualification requirements

- Certificate IV or Diploma of Nursing
- Maintain current registration with AHPRA as an Enrolled Nurse.
- Refer to BCH Staff Immunisation and Infectious Diseases Policy and Procedure for recommended vaccinations.
- Annual flu vaccinations are required when working in Residential Aged care

Key Selection Criteria**1. Experience:**

- Relevant experience and/or skills enabling the ability to work in home-based environment is essential
- Demonstrated application of knowledge to provide appropriate and timely management of clients
- Broad knowledge of the health and welfare networks across the region

- Demonstrated knowledge and understanding of the Aged Care Act (2024) and the Quality Standards
- Understanding and commitment to the social model of health and the role of Community Health in Ballarat

2. Interpersonal Skills:

- Well-developed interpersonal skills and the ability to communicate effectively with people from diverse organisations and communities.
- Ability to work both independently and cooperatively in a team environment.
- A positive attitude with a client focus and problem-solving mindset. Be flexible, adaptable, and resilient.
- Demonstrated organisational skills with the ability to plan, organise, set priorities and meet deadlines.
- Attention to detail.
- Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff

3. Written Communication:

- Strong written communication and report writing skills
- Accurate and timely completion of client file notes and reporting requirements

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems and a willingness to learn and adapt to technology platforms relevant to the role.

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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