

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves. All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Enrolled Nurse
Position ID	
Department	Yalukang Aged Care
Award	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
Classification	EN Level 2 (Dependent upon Qualifications)
Employment Type	Permanent / Fixed Term / Casual (as applicable)
Reports To	Residential Care Manager and Registered Nurse
Direct Reports	Nil
Date Document Approved	October 2026
Approved by	Residential Care Manager
Purpose of Position	
Under the direction and supervision of a Registered Nurse, provide safe, effective and person-centred nursing care that supports the physical, emotional, social and environmental wellbeing of residents. The Enrolled Nurse contributes to high-quality clinical outcomes, resident safety, multidisciplinary collaboration and continuous improvement within Aged Care Services.	

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Person-Centred Care Delivery	Delivers care consistent with assessed resident needs and care plans. Promotes dignity, independence and resident choice.
Clinical Assessment & Monitoring	Participates in assessments, monitors resident condition, reports change promptly and contributes to care plan reviews.
Medication Management	Administers medications within scope of practice and organisational requirements. Maintains medication safety standards.
Documentation & Communication	Completes accurate, timely and defensible clinical documentation. Communicates relevant information effectively to the multidisciplinary team.
Quality & Continuous Improvement	Participates in audits, quality activities, accreditation requirements and service improvement initiatives.

Education & Support	Supports, mentors and assists students, new staff and care team members in person-centred care practices.
Professional Practice	Maintains current knowledge, practises within scope and follows evidence-based practice, policies and procedures.
Therapeutic Relationships	Develops positive relationships with residents, families, carers and colleagues, ensuring information is communicated respectfully and clearly.
REDHS Values & Behaviours	Demonstrates the REDHS Values in all interactions and contributes to a positive workplace culture.
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together: Our People. Our Culture. Our Future.	- Consistently demonstrates behaviours aligned to REDHS values in daily practice. - Treats consumers, colleagues and community members with respect, fairness and professionalism. - Takes personal accountability for actions, follows through on commitments and raises concerns appropriately. - Contributes positively to team culture and psychological safety. - Participates in engagement, learning and improvement activities that strengthen service quality and sustainability. - Uses organisational resources responsibly and supports environmentally and financially sustainable practices.

Key Relationships

Internal Relationships
- Residential Care Manager - Registered Nurses - Personal Care Workers - Allied Health Staff - Medical Practitioners - Hospitality, Lifestyle and Support Services Staff - Students and Volunteers
External Relationships (Community, Industry etc)
- Residents and Families - General Practitioners - Community Health Services - External Allied Health Providers - Regulatory and Accreditation Bodies - Education Providers

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications
- Diploma of Nursing or equivalent - Qualification in the Administration of Medicines with Administration of Medication Scope up to Seven/Ten Rights (as applicable)
Essential Registrations
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) - Current Victorian Driver Licence - Current National Police Check - Current Working with Children Check

Technical and Professional Capabilities
• Demonstrated experience in clinical nursing practice • Well-developed assessment, care planning, implementation and evaluation skills • Understanding of person-centred care principles and advance care planning • Ability to administer medications safely within scope of practice • Effective written and verbal communication skills • Demonstrated ability to maintain accurate clinical documentation • Ability to work collaboratively within a multidisciplinary team • Understanding of evidence-based practice and quality improvement processes • Understanding of Aged Care services, AN-ACC funding and Aged Care Quality Standards (desirable)
Personal & Leadership Capabilities
• Professional and respectful presentation • Strong interpersonal and relationship-building abilities • Effective conflict resolution and communication skills • Ability to work independently and prioritise workload • Demonstrated adaptability and resilience • Commitment to professional development and lifelong learning • Awareness of personal limitations and willingness to seek support and training when required • Respect for diversity and differing perspectives

Growing Together – Our People. Our Culture, Our Future.

REDHS Values and Behaviours	
Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve. Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them. We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.	
R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.
H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles
REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure: • Employment decisions are based on merit and employees are treated fairly and reasonably

- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

Professional Conduct and Organisational Compliance

Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.

Personal Centred Care

All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.

Work Health Safety & Risk

All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.

Clinical Practise Requirements (Clinical roles)

Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.

Employment Conditions

Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working With Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review

- This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee.
- Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks, including a Police Records Check, Working With Children Check and, where applicable, an NDIS Worker Screening Check.
- This document outlines the general duties and responsibilities of the role and is not exhaustive.
- An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.

Acceptance of the Position

This Position Description:

- Is to be read in conjunction with the employee’s Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct.
- May be amended from time to time in consultation with the employee.
- Reflects the general duties and responsibilities of the role and is not intended to be exhaustive.

By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.

Name	
Date	
Signature	