

## Position Description

### Registered Nurse – COVID 19 Services

---

Position Title:	Registered Nurse – COVID 19 Services
Position Number:	
Manager/Supervisor:	Project Manager COVID Mobile Testing
Division	Community & Clinical Care
Program:	High Risk Accommodation Response
Team (if applicable):	COVID Testing and COVID Health Hub
Primary Location (and other sites as required)	St Kilda (VPC, Fitzroy St, Mitford St)
Classification Grade & Level	Registered Nurse grade and classification commensurate with skills and experience
Enterprise Agreement or Award	Nurses and Midwives: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Mode of Employment	Casual
FTE (Part-time only)	Choose an item.
Dates (Fixed Term ONLY)	Fixed Term: <b>Start Date</b> to <b>Cessation Date</b>
Fixed Term Reason	Specific Project or Purpose

---

### Organisational Profile

Star Health is a provider of health support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health Provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, adorable, joined up services with a ‘no wrong door’ approach.

---

### Position Objective

Star Health has been a Lead Community Health Provider to support the COVID-19 response. We are seeking experienced Registered Nurses to work in clinical and leadership roles to support the response including Rapid Response teams (RRT), Mobile Testing units and other High-Risk Accommodation Response (HRAR) activities. The HRAR project was commissioned by DHHS to engage with and support vulnerable communities within the cities of Port Phillip and Stonnington and some parts of Glen Eira, Bayside and Kingston to stay COVID safe and prepare for and

## Position Description

### Registered Nurse – COVID 19 Services

---

manage an outbreak should it occur. Suitable candidates will have the opportunity to work in a dynamic environment with a diverse range of roles across Star Health COVID-19 response programs in public and community housing sites.

#### Key Responsibilities

The Registered Nurse – COVID 19 is responsible for:

- Communicating effectively with all members of the HRAR, RRT, community engagement and Mobile testing teams including logistics, clerical staff, contracted security and other services to promote a collaborative, effective and inclusive team environment
- Performing mobile testing, community engagement and vaccination activities in accordance with scope of practice requirements
- Ensuring the safety of all staff within the HRAR operation, clinic or testing sites in accordance with infection prevention and control and occupational health and safety requirements
- Escalating and safety or operational concerns to the Lead Nurse, Clinical Governance team and Manager
- Collecting data as required for Star Health progress, management and DHHS reports
- Working collaboratively and flexibly with the HRAR project team and all stakeholders
- Any other duties that are commensurate with skills and abilities, as deemed reasonable and appropriate to the role as directed
- Adhering to prescribed:
  - COVID safe, risk management and mitigation plans
  - Audit Schedules and completion of audits

#### Skills and Experience

We are seeking Registered Nurses for clinical and leadership roles with:

- Strong Clinical Backgrounds
- Leadership experience
- Knowledge of COVID 19 testing/outbreak response or willingness to learn
- Registered Nurse with AHPRA registration
- Excellent communication and problem-solving skills
- Willingness to work flexibly, responsibly and collaboratively in a dynamic, changing environment

#### Key Selection Criteria

##### Essential Skills & Experience

- Registered Nurse, Division 1

## Position Description

### Registered Nurse – COVID 19 Services

---

#### Essential Attributes

- Registered Nurse with AHPRA registration
- Significant clinical experience
- Ability to work autonomously and with multi-disciplinary teams
- Knowledge of COVID 19 testing and infection control
- Excellent negotiation skills and a can-do attitude
- Willingness to work flexibly and responsibly in a dynamic, changing environment
- Strong verbal and written communication skills
- Demonstrated reliability and productivity in a demanding role
- High level knowledge and skills in clinical governance

#### Qualifications / Registrations Requirements

- AHPRA
- Australian drivers' licence, preferred but not essential

---

## Compliance

### Compliance Responsibilities:

It is the responsibility of both the Manager and Incumbent(s) of the role to ensure the employee(s) performing the role will meet relevant requirements of:

Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes.

## Probity Checks

### Probity checks must be completed as indicated -

National Police Check/Criminal Record Check (the police check will be done by Star Health at the commencement of the onboarding process. Please do not complete your own)  Working with Children Check  AHPRA Registration  Evidence of Right to Work in Australia.

## Occupational Health and Safety (OHS) Commitment

Ensure that adequate resources (financial, human and physical) are allocated within the program to address the OHS risk for employees, clients and visitors.

## Position Description

### Registered Nurse – COVID 19 Services

---

#### Managers/Team Leaders

- Identify, assess, manage and review risks to the health and safety of employees, contractors, and clients.
- Ensure that the documented systems of work are safe and without risk to health, and are adhered to by employees through appropriate training, supervision and monitoring

#### Employees

Comply with all Star Health and safety policies and procedures, take all reasonable care to ensure actions or omissions do not impact on the health and safety of others in a Star Health workplace.

Staff have a responsibility to participate in the development of a safe and healthy workplace and must comply with safe work practices for their own health and safety, and that of others.

#### Equal Opportunity

Star Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.

#### Gender Equity

At Star Health we believe that people of all genders deserve equal rights, voice, opportunities, dignity, fairness, equity and to feel safe, valued and respected in their workplace and community. As a workplace and health service we are committed to promoting gender equality and creating a culture, conditions and practices that are inclusive and equitable for all genders.

#### Protecting babies, children and young people from child abuse and neglect.

##### Protecting Children Policy Information:

Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families and is a core responsibility for all Star Health staff.

#### Important Information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health's usual span of operating hours are from 8:00am to 8:00pm Monday to Friday. For Programs that operate on weekends, weekend work may be required. Specific days and hours of work will be determined in accordance with operational requirements and contained the Contract of Employment.
- Your Letter of Offer may state you will be based at a Star Health site; however, it is expected that you may be required to work at different locations.

##### Offers of employment are contingent upon:

- Successful references check (all positions)
- Non-Adverse National Police Check/Criminal Record Check (all positions)
- Holding and maintaining a valid 'Working with Children Check' (all positions)

## Position Description

### Registered Nurse – COVID 19 Services

---

- NDIS Worker Screening Check (select positions)
- Fitness for work medical examination (specific positions)

### Salary Packaging Information

Star Health currently has two types of Salary Packaging:

- General salary packaging of \$15,900 per FBT year; and
- Meal Entertainment/Facility leasing of \$2,650 per FBT year
- Salary packaging is optional.
- You should seek independent financial or taxation advice when considering salary packaging.

---

#### Person who completed and authorised the Position Description

Position Title	Manager HRAR Covid Testing & Covid Health Hubs
Division/Program	Jackie Steeper

---

**Recruitment Contact:** [hr@starhealth.org.au](mailto:hr@starhealth.org.au)

---