

Position Description

IMMUNISATION NURSE

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

The immunisations team work to promote and maintain high standards of public health and wellbeing within our community, with a focus on disease and illness prevention. You will provide an efficient, responsive and responsible service. You will be required to promote the Alpine Shire Council as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient and timely manner, and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised, caring and safe environment. You will contribute towards the public health agenda by improving health outcomes for our children, young people and our community.

CLASSIFICATION AND RELATIONSHIPS

Classification: Nurses (ANF –Victorian Local Government Award 2015) varied by the Alpine Shire Council Enterprise Agreement 2023.

Reports to: Maternal and Child Health Nurse Coordinator.

Supervises: Nil

KEY DUTIES AND RESPONSIBILITIES

Accountability and extent of authority

- Accountable to direct supervisor and manager.
- Duties performed within Council policies and procedures.
- Duties to be performed within specified timeframes.
- Authority to liaise with internal and external customers to ensure accurate and up to date information is maintained in a timely manner.

Immunisations

- Administer vaccines at immunisation sessions as required and in accordance with the National Immunisation Program requirements and National Immunisations Framework for Health Professionals.
- Assist to ensure accurate recording of all relevant client information.
- Ensure the confidentiality of client information is maintained as required.
- Ensure the safe keeping of materials and equipment.
- Equipment and resources are managed effectively to reduce waste and promote cost efficiency.
- Provide assistance with determining an efficient annual schedule of immunisations for Alpine Shire, including: immunisations for 0-5 year old children, the secondary school program, Council staff and older eligible adult influenza vaccine sessions.
- Maintain a constant drive towards service improvement.

Other duties

- Ensure all processing and tasks undertaken are efficient.
- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Guidance is always available from immediate supervisor or manager
- The particular tasks to be performed may involve selection from a limited range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.

Management skills

- Ability to manage your time and plan your day to achieve specific and set objectives.

Interpersonal skills

- Good oral and written communication skills with customers, other employees and members of the public and in the resolution of minor problems.
- Display a punctual, reliable and positive approach to work
- Ability to project a positive image in communicating with both internal and external customers at all times

EXPERTISE

Essential

Qualifications

- Victorian driver licence.
- Current and valid nursing registration with the Australian Health Practitioner Regulation (AHPRA).
- Authorised Immunisation provider.
- Working with Children Check.

Experience

- Previous experience in delivering immunisations and good working knowledge about the National Immunisation Program.

Specialist Skills and Knowledge

- Understanding of the role including relevant frameworks and guidelines.
- Undertaking any personal development as required of registrations and/or as changes are required of the National Immunisation Program.
- Sound written and verbal communication skills.

- Keen interest and knowledge of vaccine preventable diseases of public health significance and immunisation.
- Capacity to prioritise, organise individual work plan and to work semi- autonomously.
- Capacity to communicate confidently and independently with senior health professionals and members of the public.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
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- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- The work environment may include uneven surfaces and up and down stairs.