

Nurse

POSITION TITLE:	Nurse – Sexual and Reproductive Health - headspace
POSITION NUMBER:	HS084
POSITION LOCATION:	Hamilton
CLASSIFICATION:	Registered Nurse – Level 3 (Nurses Award 2010)
TEAM/DIVISION:	headspace / Brophy Youth
EMPLOYMENT CHECKS:	Current National Police Check, Working with Children Check and NDIS Worker Screening Check

OUR ORGANISATION

Brophy Family and Youth Services (Brophy) is a not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland and Hamilton.

Brophy values the safety of all children and young people and has zero tolerance for any form of child abuse or harm. We listen to and ensure the participation and empowerment of all children and young people.

The cultural safety of First Nations people is important to us. We seek to maintain a safe environment so the diverse and unique identities of First Nations people are respected and valued. At Brophy young people will be supported to express their culture and enjoy their cultural rights. Brophy has a zero tolerance of racism and has an expectation that staff and volunteers will act on incidents of racism.

Brophy actively values and promotes diversity in our community and affirms our commitment to be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities) and are accredited under the Rainbow Tick Standards for LGBTIQ+ inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The Health Services Division at Brophy provides early intervention health and wellbeing and AoD programs and services for young people across the south west region of Victoria. Programs include Drug and Alcohol Responding Early (DARE), WILD adventure therapy interventions, Youth Enhanced Services (YES), Enhancing Mental Health Support in Schools Program, and headspace.

Brophy is the Lead Agency for the headspace Hamilton Centre, the headspace Warrnambool Centre and headspace Portland which is a satellite service governed by headspace Warrnambool. For further information about these centres, visit: [headspace Warrnambool | Youth Mental Health Centre & Services](#), [headspace Portland | Youth Mental Health Centre & Services](#) and [headspace Hamilton | Youth Mental Health Centre & Services](#).

Our headspace Centres provide services across the four core streams of mental health, physical and sexual health, educational and vocational support, and alcohol and other drug services. For more information about the programs offered by the Health Services Division at Brophy, visit: [Our Programs - Brophy Family and Youth Services](#).

For more information about headspace, visit: <https://headspace.org.au>.

PRIMARY PURPOSE OF ROLE

The Sexual Health Nurse at headspace will have the responsibility of leading clinical care related to sexual and reproductive health within the nurse-led sexual and reproductive health clinic. They will work collaboratively with the allocated clinical supervisor or on-site GPs (as may be available from time to time), other Brophy and headspace professionals and key community groups that help support young people.

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The Sexual Health Nurse - headspace will work as a member of the Brophy Youth multidisciplinary team to facilitate access to and delivery of early intervention health services.

The Sexual Health Nurse - headspace will liaise with multidisciplinary team members, Brophy program workers and established service partnership contacts, maintain professional working relationships in the provision of the program to achieve improved outcomes for young people.

A commitment to deliver excellent customer service to a diverse range of young people who are at risk of physical, mental health, AOD, and vocational problems is required, along with the ability to negotiate, consult and liaise within a multidisciplinary team environment and other partnership contacts is key to this role.

The role requires the ability and capability to deliver outreach services.

The role requires the ability to make sound decisions, in some instances in crisis or stressful situations, whilst maintaining confidential and professional boundaries.

REPORTS TO

The position reports to the Operations Manager, headspace Hamilton and receives clinical supervision from the allocated clinical supervisor.

KEY RESPONSIBILITIES

Personal and Professional

- Embrace Brophy's commitment to child safety and wellbeing and demonstrate this through practice that reflects equity and inclusion, cultural safety and ensuring the safety and wellbeing of all children and young people.
- Act within the practice and nursing code of ethics and registered scope of clinical practice at all times.
- Practice in accordance to current evidence based recommendations.
- Facilitate professional relationships with research based activities with associated tertiary organisations.
- Assist with quality activities, including reporting of data trends and notifying relevant state government departments.
- Demonstrate a knowledge of and compliance with all relevant legislation and common law obligations affecting nursing.
- Discharge of duty of care in the course of practice including meeting practice standards and accountability for nursing actions.
- Attend training and development related to sexual and reproductive health care for young people and other mandatory organisational training as directed by Brophy.
- Participate in supervision with the allocated clinical supervisor and professional development as negotiated with line manager.
- Participate in all core training to ensure integrity of the agreed model of service delivery.

Technical Skills

- Leads clinical service provision of the Nurse-Led Sexual and Reproductive Health Clinic.
- Works within nursing scope to provide youth friendly triage, assessment, recommendations, planning and referral in collaboration with the allocated clinical supervisor.
- Provide immunisations related to sexual and reproductive health as per state recommendations.
- Provide medication administration including treatment for STIs or intramuscular injection of contraceptives.
- Collection of pathology samples needed to assess sexual and reproductive health; including for STI/BBV, pregnancy testing, acute or chronic health conditions.
- Monitoring of patient pathology results and prompt referral of abnormal results that require medical scope/ review.
- Provide comprehensive health promotion and counselling for young people related to sexual and reproductive health, including within the clinic and community environments such as schools, universities or other supportive groups.
- Apply consent, confidentiality and child safety requirements in accordance with Brophy policy and procedures, including mandatory reporting.
- Liaise with parents/ carers involved with care as appropriate.
- Ensure the maintenance of clinical equipment, supplies, storage (including refrigeration) is functional and up to date for the needs of the clinic.

Customer Service

- Demonstrated ability to facilitate effective relationships with internal and external stakeholders.
- Demonstrated youth friendly approach in service provision with genuine empathy and interest in their needs.
- Be always well presented, friendly, courteous and obliging. Represent Brophy's medical service in a confident and positive manner at all times.
- Undertake all duties in a diligent manner, with honesty and integrity.
- Display an awareness of the diverse needs of clients and their families.
- Build strong supportive relationships between the allocated clinical supervisor, and any on-site or local GPs and young people accessing nurse led sexual and reproductive health clinic.
- Seek regular feedback regarding the effectiveness of the services.

- Ensure a professional standard of service provision according to the mission and values of Brophy Family and Youth Services.
- Display an awareness of the needs of clients from Aboriginal and diverse cultural backgrounds.
- Demonstrate an understanding of rural communities and the issues they face.

Continuous Quality Improvement

- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to Brophy quality improvement processes and other activities to meet service and accreditation standards.

Team Work and Communication

- Participate in and promote the development of a learning culture within the program team that fosters and drives improved client outcomes.
- Contribute to team meetings and team planning days.
- Practice in ways which capture, communicate and share innovative ideas and practices.
- Model appropriate behaviours to all workers across the Agency.
- Develop, support and maintain a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

Administration and Documentation

- Maintaining accurate and timely records of clinical activity for assessment, planning, implementation and evaluation purposes as required, and ensuring confidentiality of information relating to students and their parents/carers.
- Demonstrate knowledge of policies and procedural guidelines that have legal implications, e.g. ensure documentation conforms to legal requirements.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Embrace and abide by Brophy's Child Safety and Wellbeing Policy.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participate in the development of consumer's participation activities within your program and Brophy.
- Act on any incidents of racism or discrimination.
- Demonstrate and commit to Brophy's organisational values and model these daily.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties maybe amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications

- Qualified Registered Nurse (Division 1).
- Competency and experience in adolescent health and development, primary health care, community health, mental health, public health and/or health promotion.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) and Australian Practice Nurse Association (APNA) and Professional Indemnity Insurance as required.
- A current Victorian Driver's License is essential.

Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Minimum of 5 years nursing experience, preferably in a community-based role or working with young people.
- Demonstrated understanding of the needs of general practice and interest in community-based nursing including patient education and health promotion.
- Knowledge of current recommended health checks for young people, immunisation schedules, primary care, infection control, CPR and emergency response.
- Ability to engage young people from a variety of backgrounds.
- Ability to function in a multi-disciplinary team and to establish effective relationships with staff, clients, parents, significant others and workers in community agencies.
- Highly developed communication and interpersonal skills and ability to maintain professional and positive working relationships with a range of service providers and organisations.
- A high performer who displays initiative, and is motivated in and enthusiastic in responding to change to achieve program outcomes.
- Competence in the use of desktop computer, with familiarity with the Microsoft Windows environment, Microsoft Office applications and client management record systems.
- Demonstrated ability in evaluation of service outcomes and continuous improvement performance.

AUTHORISED BY

NAME: Penny Bolton
POSITION: Executive Manager – Brophy Youth
DATE: October 2025