

Position Description



Position:	Nurse Immuniser
Reports To:	Immunisation Coordinator/Health Program Manager
Employment Type:	Part-time (0.4 FTE)
Award Pay Level:	Level 5 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at 214 Nicholson Street, Footscray. (some travel to other sites in Victoria required; the ASRC offers Flexible Working Arrangements, including the ability to work remotely)

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

ASRC Health Program

The ASRC Health Program provides a range of primary health services for people seeking asylum living in the community and prioritises people without access to Medicare. It is a nurse-led multi-disciplinary clinic that offers a number of services including general practice, immunisation, psychiatry, pharmacy program, and allied health services. In addition to providing clinical services, the program facilitates activities to promote healthy lifestyles and prevent illness.

General Responsibilities

- Undertake pre-vaccination assessments and review clinical histories to ensure that individuals are eligible for vaccination.
- Confirm consent before vaccination and understanding of contraindications.
- Communicate clearly with patients to address any questions or concerns that may arise regarding vaccinations and potential adverse reactions.
- Provide individuals with information on what to do in the event of adverse reactions.
- Adhere to best practice of the highest occupational health and safety standards.
- Maintain privacy and confidentiality.
- Assisting staff with general clinic enquiries.

Specific Duties

The Nurse Immuniser will be responsible for the following duties:

- Conduct sessions and administration of vaccines for adults against vaccine preventable diseases, in accordance with the National Standards set by the National Health & Medical Research Council and the relevant state Department of Health and the guidelines, policies and procedures established by ASRC Health Services
- Maintain immunisation skills knowledge and CPR each year, including annual immunisation emergency management training
- Maintain immunisation-related records, vaccine supplies, consumables, and databases as directed
- Maintain stocks of vaccines and storage as appropriate, including reporting and managing cold chain breaches
- Contribute to the promotion of the service and identify and pursue opportunities for expansion of the service
- Ensure that all necessary precautions are taken to avoid any incidents
- Ensure appropriate policy, procedure, and guidelines are adhered to associated with legislative, industrial and organisational policy requirements and standards in the areas of Work Health and Safety
- Perform all work in accordance with legislative, industrial and organisational policy requirements and standards in the areas of Work Health and Safety
- Participate in outreach clinics within other programs of the organisation
- Undertake additional duties as required and during periods of leave of other staff
- Provide advice, including immunisation related medical advice to people seeking asylums when requested.

Selection Criteria

Essential:

- Current registration as a Division 1 Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and Immunisation Accredited
- Current certification in CPR, Immunisation Emergency and First Aid
- Demonstrated ability to deliver a high-quality immunisation services
- Sound knowledge of immunisation practice and procedures including management of adverse events following immunisation
- Strong and detailed understanding of the current edition of the Australian Immunisation Handbook and other related guidelines, procedures and policies
- Demonstrated ability to work independently and cooperatively in a team environment
- Excellent interpersonal and communication skills
- Proficient in Microsoft Office and familiarity with practice software preferably Medical Director, Pracsoft and Australian Immunisation Registers.
- Understanding and sensitivity to the health needs of asylum seekers.

Desirable:

- Self-motivated individual with a passion for the goals and values of the ASRC
- Experience providing vaccinations to infants and children
- Knowledge and understanding of Australia's federal and state government policies towards people seeking asylum