



## POSITION DESCRIPTION

<b>Position:</b>	College Nurse (3-month fixed term contract)
<b>Department:</b>	Residential College
<b>Reporting to:</b>	Dean of Residential College
<b>Directly Supervising:</b>	Occasional interns/external facilitators of workshops
<b>Salary Range:</b>	Band Level 3 FTE \$72,048 plus 10% superannuation and 17.5% leave loading
<b>Date:</b>	June 2018

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## POSITION SUMMARY

This position provides a diagnostic and advisory service dealing with accidents, illnesses, psychological issues and disabilities for students within the Residential College and performs a key role alongside the Chaplain and the Residential College Team.

This position is part of the overall pastoral care program for the Residential College, including triaging cases, keeping the central list of students at risk/undergoing counselling, and assisting with both the appointment of external counsellors and assisting in wellbeing forums and classes.

There will be occasional weekend work and work outside usual business hours, these hours will be negotiated with the Dean of Residential College and acknowledged through occasional time in lieu.

## SELECTION CRITERIA

### Essential:

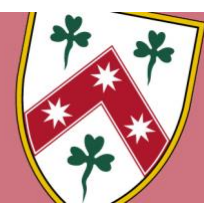
1. A qualification relevant to the role – a Registered Nurse.
2. Demonstrated work experience with young adults or in an educational institution.
3. High-level interpersonal and communication skills appropriate to a culturally diverse education community.
4. Experience in addressing a wide range of presenting medical issues.
5. The ability to contribute positively and work within a team environment.
6. Excellent counselling and listening skills.
7. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
8. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

### Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview, evidence of status will be required
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

## KEY RESPONSIBILITIES

- Provide a first-line triage service for the Trinity resident students, i.e. diagnostic and advisory service dealing with accidents, illnesses, and psychological problems.
- Develop and maintain relationships with a set of health professionals to whom the students may be referred, including the University Health Services
- Liaise with external counsellors and other Welfare staff of the College





- Check all students' Health Questionnaires on their admission to College and take any appropriate action, including reporting food allergies to appropriate staff.
- Offer advisory assistance for students with chronic illnesses, notifying relevant College departments appropriately so that reasonable adjustments can be made.
- Liaise with Head of Student Academic Services when illness may have affected University assessments.
- Provide basic health education on issues relevant to students concerns such as sports injuries, diet/eating disorders, hygiene, stress/relaxation, alcohol and drug issues, sexuality, relationships, contraception, STIs including HIV/AIDS.
- Ensure that all possible measures are taken to prevent cross-infection.
- Respond to confidential e-mails and telephone enquiries from students and staff.
- Liaise with Student Coordinators, Tutors and other First Aid qualified residents and staff to ensure training is up to date and kits are stocked and accessible.
- Assist with College wide health events or awareness programs
- Promote health activities and well-being in relation to mental, physical, social and emotional health under direction from the Dean of Residential College
- Develop statistics and reports on students seeking health information or referrals for counselling under direction from the Dean of Residential College

### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

**All Employees** must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- comply with any direction given by management for the intent of health and safety
- report all accidents and incidents that occur in the workplace immediately
- report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

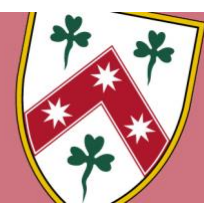
### **CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

### **TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Summer Schools for domestic and overseas secondary school students, various short courses and conferences.





- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity, Society*

