



# LORETO

Australia & South East Asia

## PROVINCE NURSE VICTORIA

### PART-TIME

The Loreto Province of Australia and South East Asia (the Province) currently has an opportunity for a Registered Nurse to join our Health and Wellbeing Team, based in Hawthorn East. We are seeking a suitably qualified person who is available to work from the office for 30 hours per fortnight (0.4 FTE) with specific days and hours to be negotiated.

#### KEY RESPONSIBILITIES

- Under direction of Province Health & Wellbeing Coordinator, undertake work to assist in the coordination of health and aged care needs of the sisters within Victoria.
- Holistic Health Care including assessment of healthcare needs, accommodation needs and preferences; and providing education on aging and healthy living.
- Clinical services for the sisters to cover all aspects of their medical and healthcare needs
- Team collaboration and consultation, attendance at meetings and discussion of policies and procedures relating to the care of sisters
- Maintain professional knowledge and skills and attend training
- On-call duties shared with other team members
- Other duties appropriate to the position as required.

#### ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA)

- Current nursing registration and relevant experience in a medical, aged-care or community setting
- Experience and expertise in the diverse field of Health Care
- Capacity to develop an appreciation and respect for the Loreto vision, mission and values
- Empathy, diplomacy and high level interpersonal skills that support respectful relationships
- Excellent organisational and communication skills and ability to coordinate community services and resources
- The ability to work collaboratively with team members
- The ability to keep clear, concise and updated records
- A satisfactory knowledge base for safe practice
- A current Australian licence to drive a motor vehicle is a requirement of this role
- Familiarity with context of religious order/faith-based organisation is desirable

All staff are expected to act in a manner consistent with the mission and values of the Loreto Province of Australia & South East Asia. Preferred candidates will be required to undertake a National Criminal History (police) check and a Working with Children Check.

For information about the Loreto Sisters and The Loreto Province of Australia and South East Asia, please visit [www.loreto.org.au](http://www.loreto.org.au).

To request a copy of the position description, email [admin@loreto.org.au](mailto:admin@loreto.org.au)

Please submit your application for this role by sending a cover letter, in which you detail how you meet the selection criteria, along with your CV to [admin@loreto.org.au](mailto:admin@loreto.org.au) no later than close of business 3 April 2024.