



Role:	Health & Aged Care Coordinator (Registered Nurse)
Location:	Middle Park, Melbourne, Victoria (occasional interstate travel required)
Key Purpose:	The primary purpose of the role is to provide professional and compassionate support in respect of the health and wellbeing, both physical and psychological of the members of the Province - predominantly focusing on the 17 ageing Australian members of the Province.
Nature of the Role:	This role is being offered as a one day per week (TUE, WED or THU), direct employment role including annual and sick leave entitlements. We are open to the option of working more flexibly, including two-half days. Candidates who wish to nominate alternative arrangements (including working on a casual basis or as a contractor) are welcome to apply and note this preference. It is expected that the successful candidate would be available for limited unscheduled overtime providing initial phone advice or support in case of unanticipated medical episodes. Subsidised accommodation in Middle Park (suitable for a single person or couple only) may be available for candidates who are able to commit to more substantial “in-person” support out of hours. <i>This is not a compulsory element of the role</i> and applicants interested in this option should note this in their application.
Commencement:	February 2026
Salary:	• Per the Nurses Award • Level 3, Pay Point 4 (Clinical Nurse Consultant) • Ordinary hours are paid at \$53.21 per hour • The ordinary hours rate quoted includes \$10 per hour loading above the award – all other scenarios (overtime, Saturday and Sunday work) are as per the Award • A further 25% loading is available if engaged as a casual.
Supervision:	Your day-to-day line manager will be the Provincial Business Manager. In respect of all matters relating to the medical situation of individual Carmelites you will liaise with and report directly to the Prior Provincial.
Safeguarding:	The Carmelites of Australia & Timor-Leste are committed to safeguarding children and adults at risk and have a zero-tolerance policy to abuse. We have robust recruitment procedures to select suitable people and provide our personnel with ongoing training and support to meet their safeguarding obligations. The successful candidate for this position will be subject to both police and working with children checks.

<i>Who are we?</i>	The Carmelites are a Catholic religious order of priests and brothers (friars) who work in both Australia and Timor-Leste. They have a specific focus on spirituality, prayer and service. In Australia, we operate a Spirituality Library and Centre, a small low-income retirement village and social housing, and we administer three parishes in Melbourne, Sydney & Brisbane. Our Australian charity, Carmel Impact (https://carmelimpact.org.au/), runs an education program including providing scholarships for 40 Timorese students (secondary, vocational and university), and operating a boarding house and a range of school support programs in Zumalai. In Timor-Leste we run retreats, work in universities and chaplaincy, provide pastoral leadership in parishes and support the formation and preparation of Carmelite students for the priesthood.
<i>Key Responsibilities:</i>	1) Individual health support: a) Develop appropriate and effective relationships with the members of the Province that promote and encourage open communication, recognising individuality and respecting independence. b) Comprehensively assess the health and wellbeing needs of individual Carmelites at regular intervals, and when clinically indicated, including where formal assessments are required for funded services. c) Assisting individual Carmelites to implement health and lifestyle plans (as requested). d) Accompany and transport individual Carmelites to medical appointments as required (as appropriate and requested). 2) Provide clinical nursing and care services to individual Carmelites as required, including: a) Coordinating or assisting individual Carmelites with hospital preparation and admission procedures. b) Attend pre-admission, care team and discharge planning meetings with hospitals, nursing homes and other care providers. c) Oversight and monitor post-operative care and rehabilitation post-hospitalisation. d) Liaise with and support enrolled nursing and care support staff who provide care and services for Carmelites living in communities or in aged care facilities. 3) Ensuring appropriate and tailored access to additional living supports as members of the Province age: a) In consultation with the Prior Provincial, initiate and support individual Carmelites to participate in Aged Care Assessment Team (ACAT) assessments when appropriate. b) Support individual Carmelites to transition to appropriate models of care, including funded home-based services and residential aged care. c) Maintain appropriate documentation to support the financial administration of home care packages.

	4) Support the best possible health outcomes for the members of the Province by: a) Providing general information on health and lifestyle to members of the Province. b) Ascertaining each Carmelite's accommodation needs and preferences for aging in place or in residential aged care. c) Monitoring the changing health needs of individual Carmelites and the impact this may have on a community. d) Providing regular updates to the Prior Provincial on each Carmelite's health and wellbeing status, emerging needs, any issues, care plan and services. e) Being available for phone consultation and support as required if an emergency arises. 5) Other duties as directed.
<i>Successful candidates MUST HAVE:</i>	• Current registration as a Registered Nurse • Excellent English language skills (written and spoken) • Valid driver's licence, and access to a fully maintained and insured motor vehicle • Flexible approach to working hours and a reasonable capacity to provide phone support in emergency situations
<i>These additional skills would be WELL REGARDED and should be referenced in your application:</i>	• Post-graduate Qualifications • Experience in Aged Care sector • Experience with Home Care Packages • Familiarity with the Catholic Church and religious congregations
<i>Application Process:</i>	To apply, please provide: 1) An application letter of between one and two pages that responds to the "MUST HAVE" and "WELL REGARDED" sections discussed above. 2) A resume of up to four pages that includes your: • Contact information • Education and Qualifications • Work History & Experience This should be sent to: businessmanager@carmelites.org.au If you have any questions about the role or application process these can also be directed to this email address. Applications will be accepted until MON 08 DEC 2025.