



Health Centre Nurse

Title	Health Centre Nurse
Classification	Education Support Officer - Level 4, Category B (Term Only)
Time fraction	0.8 Full Time Equivalent: Monday-Friday School Hours (part time negotiable)
Appointment duration	Ongoing
Date Reviewed	June 2022

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School, n31*). The words of Jesus, *'I have come that you may have life and have it to the full'* (John 10:10) and *'As the Father has loved me, so I have loved you'* (John 15:9) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School in accordance with Ministerial Order 1359

Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Overarching principal that determines Health and wellbeing issues at Whitefriars College is the notion of "Almae in Fide Parentis" (In the Care of a Loving Mother).

The Health Centre Nurse is responsible for the delivery of high quality first aid care to all students and staff. They are also expected to promote the health and wellbeing of students and staff at Whitefriars College. The Health Centre will initiate and support First Aid education within the College highlighting preventative measures.

The Health Centre Nurse will be responsible to the Health Centre Nurse Manager, the Administration Manager, and ultimately, the Principal of Whitefriars College.

Key Responsibilities

- To provide ongoing first point of health care in a professional manner within the relevant scope of practice.
- To assist in the education of students and staff in matters of injury treatment and prevention.
- To assist in the formulation of College policy in relation to injury and illness.
- To help develop and monitor student records and health care profiles (in relation to major medical conditions) to assist in their education and preventative care.

Specific Responsibilities

Providing Triage and First Aid Care

- Liaise with and inform Health Centre Nurse Manager, teachers, parents, House Leaders and Reception if necessary.
- Provide first aid and basic health care for Staff and Students.
- Assist with student Immunisation Programs.
- Assist with medication management for students who have medication kept on campus.
- Maintenance of Health Centre equipment and supplies.

Assist with management of the Health Centre

- Assist with the maintenance of student medical records.
- Assisting parents and staff in managing and understanding children with a chronic illness.
- Liaising with relevant Pastoral Care Teachers and College Counsellors regarding pastoral concerns of students.
- Maintain and stock Health Centre.
- Maintain resuscitation equipment.
- Maintain stock, distribute and recover all first aid kits.
- Anaphylaxis/Allergy/Chronic illness management.
- Provide first aid cover during the Health Centre Nurse Manager's daily lunch break

Promote and Monitor educational Health initiatives within the College

- Assist with immunisation programs, including staff influenza vaccinations.
- Assist with the provision of training for staff in CPR, Anaphylaxis, Asthma and provide first aid as required.

Be a member of Whitefriars College Staff and its commitment.

- Attend school activities as required including Carnivals, Open Days, etc.
- Attend meetings relevant to the role of Whitefriars College Health Centre Assistant.
- Attend Professional Learning on health related issues such as Asthma, Diabetes, Epilepsy, Food allergies and Mental Health as approved by the Director – Professional Learning & Innovation.

Other duties as requested by the Health Centre Nurse Manager or Administration Manager.

Selection Criteria

- Registered Nurse - Division 1
- Competencies in:
 - HLTAID003/HLTAID011 – Provide First Aid
 - HLTAID006/ HLTAID014 – Provide Advanced First Aid
 - HLTAID007 – Provide Advanced Resuscitation
 - 22300VIC – First Aid Management in Anaphylaxis or 10710NAT – Allergy and Anaphylaxis Awareness
 - 22282VIC/22556VIC – Management of Asthma Risks and Emergencies in the Workspace
 - Yearly CPR updates.
- A Certificate IV in Training and Assessment would be an advantage in order to be able to deliver accredited training courses to staff and students.
- Familiarity with Synergetic database would be an advantage.
- A Certificate in the following would be beneficial:
 - HLTAID008/HLTAID016 – Manage First Aid Services and Resources
 - 22303VIC - Course in Verifying the Correct Use of Adrenaline Autoinjector Devices

Terms and Conditions

Hours of Duty: 8.30am – 3.00pm OR 9.00am – 3.30pm negotiable (half hour lunch 12:00 – 12:30pm daily)

Days of work: Monday - Friday (Term time only)

All other terms and conditions as per the Whitefriars College conditions of employment agreement within the Victorian Catholic Education Multi Employer Agreement (2018 VCMEA).

Education Support Officer – Level 4, Category B (Term days only) from approx. \$82,000 pa



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Wednesday 14 December 2022**

Any enquiries regarding the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.