**Primary Care Nurse (Registered Nurse Level 2)**

**An opportunity to join a groundbreaking health centre tailored to meet the needs of LGBTQ+ communities.**

**Full-time, Gadigal/Sydney-based role**

* Want to make a positive difference for LGBTQ+ communities?

Now is your chance!

* We are seeking someone to join the Kaleido Health Centre team and play a vital role in delivering our clinical healthcare services.

**What’s Kaleido Health Centre?**

Kaleido Health Centre is a brand-new, unique, multi-disciplinary health service—the first of its kind in Australia. Our mission is to provide high-quality, inclusive, person-centred, integrated health care specifically for sexuality and gender-diverse (LGBTQ+) individuals in NSW.

Kaleido offers a dynamic healthcare environment that includes both primary care and specialist services. Our offerings encompass general practice, mental health, sexual health, gender-affirming care, drug health, child and family services, and more. The design of our services is based on the needs expressed by our LGBTQ+ communities, ensuring informed and non-judgmental care provided by general practitioners, allied health professionals, and specialists, focusing on areas with the highest healthcare needs.

**Ok, so what’s the role?**

The **Primary Health Care Nurse (Registered Nurse Level 2)** delivers high-quality, compassionate primary healthcare services to the LGBTQ+ community and provides clinical support and guidance to level 1 Registered Nurses (RNs), Enrolled Nurses (ENs) and student nurses.You will:

* Provide high-quality nursing care to clients, ensuring a client-centred approach that respects diversity and individual needs.
* Work in partnership with Kaleido’s General Practitioners to deliver clinical services to the LGBTQ+ community.
* Collaborate with a diverse range of health and support service providers from the NGO government and private sector and operate under a truly integrated model of care.
* Have the opportunity to work within a broad scope of practice, including refining and utilising clinical skills in providing sexual health services, mental health services, and gender affirming healthcare.
* Lead Kaleido’s infection prevention and control program and vaccination service and contribute as a Clinical Risk Management Committee member.

**Who are we looking for?**

* A person with an understanding of and commitment to Kaleido’s mission and values who is seeking meaningful work and the opportunity to empower and improve the well-being of LGBTQ+ people.
* A person with well-developed, well-rounded clinical nursing skills and experience.

**What else can we tell you?**

*Kaleido Health Centre* is a brand-new health service and is the product of many years of advocacy and planning by *ACON*. However, while we will work closely with ACON, *Kaleido Health* is a separate entity with its own CEO, Board of Directors, Mission and Values, and a unique scope of service delivery.

ACON will be assisting Kaleido Health with the recruitment and onboarding processes for this role.

***This means you may receive emails from ACON as part of this process, but rest assured, this job is for the Kaleido Health Centre***.

This role is a fantastic opportunity to build and shape the culture of a new organisation that will make a significant impact on the lives of LGBTQ+ people in NSW.

**To support the successful candidate in their new role at Kaleido, we offer:**

* Salary Packaging up to $35,000 gross-up value (currently up to $15,900 Expenses + $2,650 Meals, tax-free).
* Employee Assistance Program (EAP) – access to a free comprehensive counselling service.
* Supportive working environment with a knowledgeable and friendly team.
* Flexible working arrangements by negotiation.

**What are the remuneration and working details?**

**Salary**: Competitive salary above award rates based on skills, qualifications, and experience (plus superannuation and leave loading).

**Location**: Kaleido’s Gadigal/Sydney Centre at The Belltower, 6 Cornwallis Street Eveleigh NSW 2015.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community. We highly encourage Aboriginal and Torres Strait Islander people, people from culturally, linguistically and ethnically diverse migrant and refugee backgrounds, people with disabilities, and people of all genders and sexualities to apply.

For more information on the role, please **contact Daniel McCarthy, Clinical Services Lead for Kaleido Health Centre Development**, via email at [**dmccarthy@acon.org.au**](mailto:dmccarthy@acon.org.au) or via phone at **0490 851 163.**

If you require assistance or adjustments to the application or interview process, please advise the contact person at the time of your application.

If this sounds like the position and organisation you’ve been looking for, review our [***How to Apply***](#howtoapply2) instructions and send your completed application to: [vacancy@acon.org.au](mailto:vacancy@acon.org.au)

All applications must include:

1. Your completed [**Kaleido Employment Application Form**](https://www.acon.org.au/wp-content/uploads/2024/12/Kaleido-Health_Employment-Application-Form_V1.0_Jun-2024.pdf)
2. Your **Cover Letter** outlining how you meet the *Selection Criteria* (**max.3 pages**); and
3. Your **Resume** Your Resume (**max. 3 pages**).

**Applications close: Sunday, 9th February 2025**

*We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ+ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ+ people of colour.*

<https://kaleidohealth.org.au/>

**POSITION DESCRIPTION**

**Position Title:**  Primary Health Care Nurse (Registered Nurse Level 2)

**Work Level:** Operational

**Reports to:**  Business & Operations Manager

**Supervises:** Level 1 Registered Nurses, Enrolled Nurses, and Student Nurses

**Position Overview**

The Kaleido Primary Health Care Nurse (Registered Nurse Level 2) delivers high-quality, compassionate primary healthcare services to the LGBTQ+ community and provides clinical support and guidance to level 1 Registered Nurses (RNs), Enrolled Nurses (ENs) and student nurses.

The position collaborates with General Practitioners and the wider multidisciplinary team to deliver comprehensive care that meets the unique health needs of diverse LGBTQ+ individuals. This includes but is not limited to, chronic disease management, preventative health, sexual health, gender-affirming care, mental health support, drug health, cancer screening and support, and child & family health.

**Main Activities**

This Position is Responsible for:

Clinical Care and Expertise

* Provide high-quality nursing care to clients, ensuring a client-centred approach that respects diversity and individual needs.
* Conduct health assessments, screening, and follow-up care for various health concerns, with a broad focus on sexual health, gender-affirming care, mental health, drug health, cancer screening and support, and child & family health.
* Develop and implement individualised care plans in collaboration with clients and healthcare team members.
* Manage Kaleido’s vaccination services, including:
  + Administering vaccinations
  + Assisting doctors in preparing and delivering immunisations.
  + Record vaccine batch numbers and expiry dates in client medical records.
  + Ensure all immunisations are uploaded to the Australian Immunisation Register.
  + Cold chain management in accordance with the National Vaccine Storage guidelines.
* Perform wound care and support GPs in managing client wounds.
* Assist with minor procedures as required, including preparation of required medical supplies and equipment for procedures such as inserting and removing IUDs and excision skin lesions.
* Educate clients and engage in health promotion, disease prevention, and the management of chronic conditions.
* Work in collaboration with GPs to provide gender-affirming care in alignment with client goals and best practice guidelines.
* Support clients presenting with mental health needs, including providing brief interventions within the nursing scope of practice and connecting clients to Kaledio’s mental health team.
* Work in collaboration with clinical partners to provide drug health services, which may include ambulatory withdrawal services and stimulant treatment programs.
* Working in collaboration with clinical partners to provide targeted cancer screening and support services.
* Triaging clients for urgent appointments or transferring acute care services.
* Provide basic life support, first aid, and urgent care to clients presenting with medical emergencies,
* Perform diagnostic procedures, such as ECGs, hearing tests, peak flow, spirometry and mood and memory assessment.
* Perform the role of Kaledio’s Infection Control Officer and implement and monitor the infection control policy that ensures the health centre and staff comply with best practice infection prevention and control.
* If occasionally required, deliver outreach services such as home assessments for the elderly or offsite immunisations.

Administration & Logistics

* + - * Maintain accurate client records and ensure compliance with relevant legislation and best practices
      * Order government-funded and private vaccines as required to meet Kaleido’s needs.
      * Order medical supplies and ensure that expiry dates are visible, and stock is appropriately rotated and within the expiry date.
      * Order and maintain appropriate logs of drugs held onsite, including regular stock takes, to ensure stock is within the expiry date and fully accounted for.
      * Coordinate client recall and reminder procedures for the health centre.
      * Organising clinical rooms and health centre equipment.
      * Manage the sterilisation process as per the infection control policy.
      * Monitor and maintain clinical equipment.
      * Support colleagues with other administration and logistic tasks as required to support clinical care delivery.
      * Contribute to maintaining a clean and well-ordered health centre.

Communication

* Lead by example and use best practice guidelines for written and verbal communication that respects individuals’ sexuality, gender identity, preferred terms to describe body parts, relationships and chosen family, and other demographic and social indicators.
* Learn and use the correct pronouns for all stakeholders, including clients, staff, and visitors.
* Use structured clinical communication techniques, such as ISBAR, when discussing the clinical care of clients with other healthcare professionals.
* Maintain accurate client medical records and documentation in compliance with regulations.
* Respond to messages and requests impacting client care in a prompt and professional manner.
* Use age-appropriate, inclusive, accessible, and client-centred language to explain clinical procedures and provide health education to clients.

Compliance

* Maintain current AHPRA registration.
* Maintain current medical indemnity insurance.
* Practice in accordance with the nursing code of ethics and consistently maintain a high level of clinical competence.
* Only work within your professional and individual scope of practice.
* Actively contribute to achieving and maintaining accreditation of the health centre under the RACGP accreditation standards.
* Stay updated on legislation to ensure compliance with all statutory and regulatory obligations, including infection control, sterilisation, hazardous materials, safe handling and disposal of medical waste, records management, and workplace health and safety.
* Ensure relevant personnel are informed of regulatory changes impacting care delivery and change systems and procedures as required.
* Participate in ongoing professional development and training to stay current with advancements in LGBTQ+ health care.
* Adhere to the Privacy Act requirements.
* Maintain client confidentiality.
* Maintain any required dress standards (e.g. wearing a name badge and/or uniform, if required).
* Act in the interest of clients and Kaleido and help maintain a high level of positive community relations.

Teamwork

* Participate in quality improvement initiatives to enhance client safety and care standards.
* Provide reasonable assistance and support to other clinical staff and clerical staff.
* Liaise with external and in-reach clinical stakeholders to coordinate the care of clients with complex care needs.
* Provide general clinical care and care coordination support to health centre staff and GPs.
* Collaborate with external healthcare providers to ensure comprehensive client care.
* Contribute to an inclusive environment that is conducive to effective communication and positive working relationships.
* Understand the roles and functions of other team members.
* Attend team meetings as required, keeping records and distributing to staff as required.
* Attend recommended team training and education courses as required.
* When necessary, help relieve other staff during break periods to ensure coverage of reception and phone lines.
* Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships.
* Actively participate in, and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
* Working as a member of the team, always communicating openly, honestly, and clearly, and demonstrating respect for self and others.
* Education and training of students and other staff within the healthcare setting.
* Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Work Health & Safety

* Consistently be aware of and comply with WHS requirements.
* Record incidents, near-misses, and hazards in accordance with Kaleido’s policies.

**Selection Criteria**

**Essential**

1. A strong commitment to achieving excellence in integrated, person-centred, LGBTQ+ inclusive and affirming health care and a demonstrated understanding of the leading social, cultural, and structural factors impacting the health and well-being of the LGBTQ+ community in Australia
2. Tertiary qualification/s in Nursing, unrestricted registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA), current Basic Life Support (BLS) or CPR certifications, current professional indemnity cover, and evidence of up-to-date mandatory vaccinations.
3. Current accreditation as a Nurse Immuniser or a willingness to obtain accreditation and familiarity with Australian guidelines for vaccination programs and health screenings in a general practice context
4. Proven experience or strong understanding of nursing within general practice or primary healthcare settings, delivering high-quality, personalised care. Committed to LGBTQ+ inclusive health promotion and possess well-developed clinical skills in assessing and managing common medical conditions.
5. Excellent verbal and written communication skills.
6. strong organisational skills with the ability to prioritise client care, manage appointments, and meet deadlines.
7. Demonstrated ability to work collaboratively within a multidisciplinary team, fostering open communication and positive relationships to achieve shared goals.
8. Demonstrated leadership skills, including supervising and providing clinical oversight to less experienced nursing colleagues.

**Desirable**

1. Lived experience as a member of the LGBTQ+ Community.
2. Postgraduate qualifications or certifications relevant to nursing in primary care settings, such as chronic disease management, cardiovascular nursing, women’s health, diabetes education or cannulation.
3. Experience and clinical skills in providing sexual health services, mental health services, and gender affirming healthcare, and assisting in minor surgical procedures such as skin excisions.
4. Awareness and experience in delivering care to a diverse patient population with intersecting identities, including LGBTQ+ Aboriginal and Torres Strait Islander people and LGBTQ+ people from culturally and linguistically diverse backgrounds.
5. Training or experience in Medicare billing.
6. Experience using *Best Practice*TM practice management software and electronic health record.
7. Member of the Australian Practice Nurses Association (APNA).

**Additional Information**

The Kaleido Primary Health Care Nurse (Registered Nurse Level 2) is expected to achieve and maintain the level of professional competency outlined in the current [***National Competency Standards for the Registered Nurse***](file:///C://Users/dmccarthy/Downloads/Nursing-and-Midwifery-Board---Standard---National-competency-standards-for-the-registered-nurse.PDF) set by the Australian Nursing and Midwifery Council.

The Kaleido Primary Health Care Nurse (Registered Nurse Level 2) must demonstrate a commitment to ongoing professional development, including completion of all mandatory internal training and achieving and maintaining certifications required to undertake the duties outlined in this position description.

**How do I apply?**

You must email the following three documents in MS Word or PDF format to our recruitment service provider at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

* + 1. **Your completed** [**Kaleido Application Form**](https://www.acon.org.au/wp-content/uploads/2024/12/Kaleido-Health_Employment-Application-Form_V1.0_Jun-2024.pdf)– with all the details filled in**.**
    2. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us in detail how you meet each of the selection criteria in the position description.

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel at it.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area. Applicants who do not demonstrate that they meet the position's requirements will not be invited to attend an interview.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education,** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work?**

There are five main steps in the process:

1. **Application**

ACON (on behalf of Kaleido) receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

1. **Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the position's requirements.

1. **Interview**

If you are shortlisted for an interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the interview format and any documents, presentations, or examples of previous work that you might need to bring along.

1. **Offer**

Appointments to positions with Kaleido are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the position's duties will be offered the role. The decision to make you an offer is based on your written application, your performance at the interview, successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

1. **Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack which includes your contract and other documents (E.g., Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application and informing you of the date by which all successful applicants will be notified that they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately, your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement and for your interest in Kaleido Health, and we encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.

**Equal Opportunity Statement**

*Kaleido Health Centre* is an equal opportunity employer committed to creating a work environment where all employees are respected, connected, and can contribute, regardless of age, culture, disability, family and caring responsibilities, gender identity, Indigeneity, religion, or sexuality.

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people, LGBTQ+ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, LGBTQ+ people of colour, unemployed job seekers, and people with disability.