
PRACTICE NURSE

JUNE 2026

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POSITION SUMMARY

Location:	Hearspace Glenroy		
Functional area:	Primary Clinical Services		
Classification/ Salary:	Nurses Award (2010) Registered Nurse Level 3-4 + 12% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Clinical Services Manager		
Employment type:	Part-time contract (0.4FTE)		
Employment length:	Ongoing, subject to funding		
Direct reports	-	Indirect reports	-

POSITION PURPOSE STATEMENT

The Practice Nurse will join our clinical team at headspace Glenroy, to support the delivery of services to young people in our centre-based Youth Health Clinics, and our local Doctors in Secondary Schools (DISS) clinics.

For young people attending the clinics, the position will support effective communication between the school community, headspace, GP's and external organisations to support cohesive health management. The Practice Nurse will directly assist in provision of sexual, reproductive, vaccine and general health follow up as required for young people accessing the DISS program and headspace centre(s). It is also expected that the individual will provide complimentary health promotion and health education activities for young people accessing the centre and in the school setting if required.

About headspace and DISS

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

The Doctors in Secondary Schools initiative was established by the Victorian Government, to fund general practitioners and practice nurses with the support of school wellbeing teams, to provide medical advice and health care to those students most in need one day a week in over 100 Victorian Government Secondary Schools. headspace Glenroy operate DISS clinics in 4 of these schools.

REVOLUTION IN MIND

POSITION FOCUS

	Key responsibility area	Percentage
1	Service provision	50%
2	Administration	30%
3	Health education	15%
4	Accreditation	5%

POSITION KEY RESPONSIBILITY AREAS

1. Service provision

- Work under the direction of the Clinical Services Manager (CSM's) and General Practitioners to provide comprehensive youth-friendly health services.
- Manage certain day to day operations of the youth health clinic and DISS clinic, including ordering of medical supplies and engaging in service provision coordination, such as triaging and scheduling appointments and follow-ups, or coordinating referrals with secondary health and wellbeing services.
- In accordance with scope of practice, assist as delegated by the GP undertaking assessments and procedures e.g., vaccinations, dressings, health checks and development of care plans.
- Provide consultation and support to staff members, school wellbeing teams and other teachers around issues of youth health as appropriate.
- Advocate and communicate within appropriate legislative guidelines on behalf of the young person with family, school staff, headspace staff and external services.
- Assist GP and practice manager as directed with managing routine and urgent client recalls and follow up of pathology results.
- Participate in regular clinical case review meetings and multi-disciplinary team meetings to ensure appropriate, consistent, and coordinated service pathways and service delivery responses for young people and their families/carers.

2. Administration

- Establish and maintain accurate and timely electronic medical records.

3. Health education

- Within scope of practice, provide 1:1 education around issues relevant to young people including sexual health, body image, vaccinations, general health promotion and education to enhance their ability to make informed choices in this regard.
- Facilitate the provision of information relating to health of individuals, families/carers or organisations requesting guidance and support.
- Participate in the development and delivery of school- and community-based mental health awareness/promotion activities as appropriate.

4. Accreditation

- Ensure accreditation standards are achieved by implementing and maintaining established practices, including maintenance of infection control practices and records, and ensuring relevant equipment is maintained, medical supplies are ordered and stored appropriately.

Other

- Work within the bounds of relevant legislation/regulations and relevant professional codes of conduct.
- Participate in and promote research and evaluation projects conducted at the headspace centre.
- Any other duties as reasonably requested that are commensurate with the level of responsibility of the position.

EDUCATION / QUALIFICATIONS

Essential	Registered Nurse Level 3-4 and full registration with AHPRA.
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EXPERIENCE / SKILLS

Experience / skills	- Experience in a practice nursing role and/or work in a community health setting, preferably regarding relevant adolescent health issues, such as sexual health, mental health, AOD and other physical health conditions. - Demonstrated ability to engage in shared decision making to negotiate treatment plans with young people and their supports. - Demonstrated working knowledge of relevant legislation, policies and issues informing services for young people and families, including the Children, Youth and Families Act 2005, issues of consent, failure to disclose legislation and mandatory reporting requirements. - Knowledge of substance use, and other health and social problems faced by young people and the indicated evidence-based treatment/support options. - Ability to set priorities, monitor workflows and develop best practice work standards in a fast-paced environment. - Competence regarding information technology, medical software packages - A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people. - Experience in the development and facilitation of health promotion activities. - Knowledge of AGPAL standards for general practice would be desirable.
Personal attributes	- Excellent interpersonal and communication skills, with demonstrated ability to consult and liaise with multiple internal and external stakeholders (such as health and education professionals) to support service provision and effective clinic coordination. - An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions. - Willingness to be trained across data collection systems.

KEY RELATIONSHIPS

Internal	- DISS GP - headspace Glenroy Access Team and other headspace staff - headspace Glenroy Administration team
External	- Glenroy College - NWPHN

SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia. - A current National Police Check will be required. - Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. - You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. - A current Victorian driver's license. - In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

- Our headspace sites operate after 5pm multiple times a week, availability to work across rotating shifts required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]