



NUNYARA
ABORIGINAL HEALTH SERVICE INC.



Job & Person Specification

Practice Nurse – Vaccination

The word Nunyara means Restored to health and comes from the language spoken by the Barnjarla people traditional owners.

Nunyara is an Aboriginal Community Controlled Health Service and is committed to meeting community needs by providing culturally appropriate primary health care and health promotion programs for the Aboriginal community in Whyalla, as well as education and advice to help families access the services they need from Government and mainstream services.

Organisations Values

Our values are Honesty, Respect and Integrity

Honesty	We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the organisation and with our consumers and partners by saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.
Respect	We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the organisation and with our consumers and partners by treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.
Integrity	We show integrity by honouring our values and the rules of our organisation, government and nation. This is shown in our dealings within the organisation and with our consumers and partners by doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

Job and Person Specification

POSITION SUMMARY

Position Title	Practice Nurse - Vaccination
Classification Code	Registered Nurse – Level 1
Type of Employment	Casual / Part-Time (Fixed-Term until October 2026)
FTE	N/A
Position Created	July 2026
Last Review Date	July 2026
Next Review Date	July 2027

PERFORMANCE MONITORING

The incumbent is required to participate in a regular 1:1 Super Yarn meeting between supervisor and supervisee, in order to meet organisational, professional and personal objectives. Commonly referred to as a Performance Development Review, Supervision Meeting, or Appraisal. Which will include a review of employee's performance against the responsibilities, performance outcome measures associated with the position and demonstration of appropriate behaviours which reflect a commitment to the Nunyara Aboriginal Health Service Inc.

QUALIFICATIONS

Essential	<ul style="list-style-type: none"> Current registration (or eligibility) as a Registered Nurse with AHPRA, holding a practising certificate A South Australian current driver's licence and willingness to drive is essential.
Desirable	<ul style="list-style-type: none"> Experience in providing services to Aboriginal communities
Special Conditions	<ul style="list-style-type: none"> Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work. Some approved out of hours work may be required for which time in lieu (TOIL) arrangements may apply. The incumbent will be required to strictly observe the confidentiality of information received and given. Successful applicant must be prepared to submit to a National Police Clearance and DCSI checks.
Salary / Award	<ul style="list-style-type: none"> Nurses Award [MA000034]

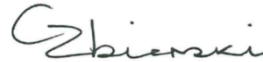
Job and Person Specification Approval

Signature:



Date: 15th October 2025
Position: Chairperson
Nunyarra Aboriginal Health Service

Signature:



Date: 15th October 2025
Position: CEO
Nunyarra Aboriginal Health Service

Team Structure

Supervisor Reports to:

Supervisor's Position:

This Position:

Staff Supervised:

(This reporting relationship aligns with the organisation's planned transition to the future operating model (as discussed). Implementation will occur in a staged and consultative manner, with affected staff engaged as responsibilities and reporting arrangements move under their supervision)

Executive Operations Manager

Clinic Manager

Practice Nurse (Vaccination)

Nil

OTHER POSITIONS WITHIN THE ORGANISATION

Chief Executive Officer, Executive Operations Manager, CQI & Projects Co-ordinator, Finance Manager, Clinic Manager, Practice Manager, Integrated Care Team Leader, Corporate Services Manager, Specialist Support Co-ordinator Support Co-ordinator, Aboriginal Disability Liaison Officers, Elder Care Co-ordinator Elder Care Connectors, Senior Clinic Receptionist, Chronic Care Co-ordinator Patient Journey & Visiting Service Co-ordinator, People, Culture & Capability Officer, Clinic Receptionists Maintenance Officer, Community Medical Practitioners, Practice Nurses Registered Nurses, Aboriginal Health Practitioners, Transport Officers

Visiting specialists & Health Professionals including:

- Respiratory Physician & Nurse
- Paediatrician
- Dietician
- Podiatrist
- Grief and Loss Counsellor
- ENT and Audiologist
- Optometrist
- Speech Pathologist
- Physiotherapist
- Psychologist
- Occupational Therapist

Contractors Including:

- Stock Management
- Medical Practitioner
- Medical Director
- Pharmacist

Role Description

OVERVIEW

The **Practice Nurse - Vaccination** is responsible for supporting Nunyara's immunisation program, with a particular focus on the delivery of diphtheria vaccinations and routine immunisations. Working within a multidisciplinary primary health care team, the role provides high-quality, culturally safe nursing care through vaccination delivery, patient education, follow-up of eligible patients, and participation in dedicated immunisation clinics. The Practice Nurse also contributes to preventative health activities, promotes vaccine awareness and uptake, and assists with general practice nursing duties as required. This position is ideally suited to a proactive and community-focused nurse who is confident in immunisation, committed to improving health outcomes, and passionate about delivering culturally responsive care to Aboriginal and Torres Strait Islander communities.

Position Characteristics

The **Practice Nurse - Vaccination** is required to perform general nursing duties which include, but are not limited to:

- Delivers high-quality, culturally safe nursing care to patients across all age groups within a primary health care setting.
- Administers immunisations and vaccinations in accordance with the National Immunisation Program, relevant legislation, policies and clinical guidelines.
- Supports Nunyara's vaccination initiatives, including diphtheria response activities, dedicated vaccination clinics, patient recalls, follow-up and opportunistic vaccination.
- Promotes vaccination awareness and provides clear, culturally appropriate education to patients, families and the community to encourage informed health decisions and improve vaccine uptake.
- Utilises clinical information systems, including Communicare and the Australian Immunisation Register (AIR), to review, monitor and document patient vaccination status.
- Maintains vaccine stock, monitors cold chain compliance, and ensures safe storage, handling and administration of vaccines.
- Works collaboratively and effectively within a multidisciplinary team, including General Practitioners, Aboriginal Health Practitioners, Aboriginal Health Workers and administrative staff.
- Supports health promotion, preventative health care and patient self-management through education and engagement activities.
- Maintains accurate, timely and comprehensive clinical documentation, including consent, vaccination records, recalls and follow-up actions.
- Actively participates in Continuous Quality Improvement (CQI) activities and contributes to the development and implementation of immunisation and primary health care initiatives.

- Provides support for general practice nursing activities as required, including patient observations, care planning, preventative health assessments and recall systems.
- Demonstrates flexibility, professionalism and a commitment to improving health outcomes for Aboriginal and Torres Strait Islander peoples and the broader community.

Level Characteristics

This position is classified at **RN 1** Registered Nurse due to the requirement to

Registered Nurse - Level 1 (RN1)

- a) An employee at this level performs their duties:
- (i) according to their level of competence; and
 - (ii) under the general guidance of, or with general access to, a more competent registered nurse (RN) who provides work related support and direction.
- b) An employee at this level is required to perform general nursing duties which include substantially, but are not confined to:
- delivering direct and comprehensive nursing care and individual case management to patients or clients within the practice setting;
 - coordinating services, including those of other disciplines or agencies, to individual patients or clients within the practice setting;
 - providing education, counselling and group work services orientated towards the promotion of health status improvement of patients and clients within the practice setting;
 - providing support, direction and education to newer or less experienced staff, including EN's, and student EN's and student nurses;
 - accepting accountability for the employee's own standards of nursing care and service delivery; and
 - participating in action research and policy development within the practice setting.

It is desirable that staff at this grade have Aboriginal and/or Torres Strait Islander knowledge and cultural skills—level 1 which means:

- a) an understanding, awareness and sensitivity to Aboriginal and/or Torres Strait Islander culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal and/or Torres Strait Islander culture is not homogenous throughout Australia;
- b) where relevant, a knowledge of one or more relevant Australian Aboriginal and/or Torres Strait Islander language groups.
- c) an ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal and/or Torres Strait Islander participants through knowledge of the relevant Australian Aboriginal and/or Torres Strait Islander community, the ability to effectively communicate with Aboriginal and/or Torres Strait Islander people, and a knowledge of cultural conventions and appropriate behaviour;

- d) an awareness of the history and role of Aboriginal and/or Torres Strait Islander organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate.
- e) the ability to function effectively at work in an Aboriginal and/or Torres Strait Islander organisation.
- f) an understanding and/or awareness of the concepts of Aboriginal and/or Torres Strait Islander self-determination and Aboriginal and/or Torres Strait Islander identity.

Working Relationships / Partnerships

The South Australian West Coast ACCHO Network (SAWCAN) is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia:

1. Nunyara Aboriginal Health Service
2. Port Lincoln Aboriginal Health Service
3. Yadu Health Aboriginal Corporation
4. Tullawon Health Service
5. Oak Valley Health Service

The purpose of SAWCAN is to work collaboratively as a region to:

- Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people
- Demonstrate a strengths-based approach to achieving large scale solutions
- Share and co-operate with each other to utilise each other's skills, experience and specialist knowledge
- Leverage opportunities by advocating as one voice
- Become a central point of contact that provides advice and direction to external parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

In addition to Nunyara's employees, this position will work closely with all members of SAWCAN.



Key Performance Indicators

Practice Nurse - Vaccination

The **Practice Nurse -Vaccination** will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the position and service provided.

KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Reliability & Professional Conduct	Attend rostered shifts and communicate availability clearly	Demonstrates reliability, punctuality, and clear communication regarding availability			
	Maintain professional and respectful behaviour with clients and staff	Interacts in a respectful, culturally safe and professional manner at all times			
Clinical Care & Primary Health Delivery	Work collaboratively with Medical Officers, AHWs, AHPs, Clinical and Practice Teams	Provides safe, culturally appropriate care within scope and follows direction of senior staff			



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KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
	Undertake pre-consult clinical activities (observations, screening, pathology coordination)	Patients are appropriately prepared prior to GP consultation, supporting clinic flow			
	Perform routine clinical procedures (e.g. venepuncture, specimen collection, ECGs)	Clinical procedures are performed safely and in accordance with protocols			
	Assist in wound management and management of minor skin conditions	Wound care and skin treatments are delivered safely and in line with clinical direction			
	Provide basic clinical advice, patient education and health promotion	Information is provided clearly, respectfully and appropriate to patient needs			
	Deliver care within scope and seek guidance when required	Demonstrates appropriate judgement, escalation and awareness of scope			



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KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Care Coordination & Preventative Health	Support Aboriginal Health Checks (715s), immunisations and preventative health activities	Contributes effectively to team-based delivery of preventative care			
	Assist with recalls, follow-ups and referrals	Tasks are completed accurately and in a timely manner as directed			
	Support patients to navigate services and appointments utilising existing Nunyara Services and Programs where possible	Contributes to a smooth and culturally safe patient journey			
Clinical Systems, Documentation & Recalls	Maintain accurate clinical documentation in Communicare/PIMS	Documentation is complete, accurate and meets organisational standards			
	Use standardised clinical documentation (e.g. SOAP)	Clinical notes are clear, consistent and compliant			
	Support recall and reminder systems	Recall tasks are actioned as directed			



KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Teamwork & Stakeholder Engagement	Maintain positive working relationships with team members and visiting professionals	Demonstrates respectful teamwork and contributes positively to clinic environment			
	Support visiting clinicians and broader care team	Provides practical support and communicates effectively			
Quality Improvement & Service Delivery	Participate in Continuous Quality Improvement (CQI) activities as directed	Engages in CQI activities and contributes to service improvement			
	Follow clinical policies, procedures and accreditation requirements	Demonstrates compliance with organisational and accreditation standards			
Medication Management & Safety	Adhere to medication storage, handling and administration protocols	Medication practices are safe and compliant with policy and legislation			
	Escalate risks, incidents and clinical concerns appropriately	Demonstrates awareness of safety processes and reports appropriately			

These KPI's may be changed from time to time in consultation with Nunyara and the employee

Scope of Work

1. **Teamwork and Communication**

Promote the role and services of Nunyara; foster positive working relationships; contribute to committees and planning

2. **Documentation and Administration**

Maintain accurate records; provide reports and statistics; ensure confidentiality; assist with policy development

3. **Quality Improvement**

Participate in CQI, accreditation and mandatory training; support WHS and infection control

4. **Professional Development**

Maintain registration; complete mandatory training; mentor staff and students; contribute to education programs

6. **Customer Service**

Deliver respectful, culturally safe service; support client decision-making; uphold confidentiality and values

7. **Organisational Contribution**

Participate in planning, meetings, and organisational initiatives; support colleagues; foster positive workplace culture

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination and will contribute to these objectives by:

- Contribute to the achievement of outcomes, as identified in the Nunyara Strategic and any Activity Plans by:
- Comply with policies, procedures, and codes of conduct
- Contribute to risk management and WHS including identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace and correctly utilising PPE
- Uphold privacy, confidentiality, and records management
- Participate in continuous improvement, cultural awareness training and performance reviews
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures.
- Promoting awareness and compliance with Equal Employment Opportunity principles.



- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary, during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.

Date: _____

Acknowledged by Occupant (Signature): _____

Please print your First and Last name: _____

Selection Criteria

Essential Minimum Requirements

[including qualifications, skills, experience and knowledge]

1. Registered with AHPRA and holds, or who is eligible to hold a current practicing certificate.
2. Demonstrate a proven ability to build and maintain effective interpersonal relationships, including communication, presentation and negotiation skills with people from a diverse range of backgrounds, professions and organisations, particularly those people's representative of the local Whyalla Aboriginal community.
3. Demonstrated ability to work with Aboriginal communities and their leaders, to respond respectfully to different cultures, values and ways of doing business.
4. Understanding and commitment to the concepts of local Aboriginal community control philosophy and a proven ability to work successfully in a sensitive and culturally respectful manner.
5. Demonstrate a knowledge and understanding of the principles of Equal Employment legislation, Work Health and Safety legislation, Continuous Quality Improvement principles, and Universal precautions
6. Experience in data and information management including the use of computers and associated software and willingness to undertake training to use dedicated reporting tools
7. Demonstrated knowledge of chronic disease management principles and models of practice
8. Have a knowledge and understanding the principles of primary health care, community development and health promotion
9. Understanding and an awareness of the Aboriginal Health Worker/Practitioner role within a Primary Health Care service
10. Ability to develop and facilitate education programs and health screening clinics for Aboriginal people
11. Ability to work under limited supervision and within a team environment.



Desirable Minimum Requirements

[to distinguish between applicants who have met all essential requirements]

1. Knowledge and commitment to continuous quality improvement, risk management and accreditation principles
2. An understanding of the evolving role and associated complexities of the Nunyara Aboriginal Health Service Inc
3. An understanding of the advancement of the Aboriginal Health Practitioner role in the Primary Health Care setting