

Position Description

Very Special Kids believes that all children and young people have the right to quality of life, no matter how long or short their life may be.

Position Title:	Enrolled Nurse
Classification:	Pay point 1 to 7
Enterprise Agreement:	Very Special Kids and Nurses and Personal Care Workers Enterprise Agreement 2024 -2026
Location:	Malvern
Department:	Hospice
No. Direct Reports:	Nil
Reporting To:	Nurse Manager
Job Purpose:	At Very Special Kids (VSK) an Enrolled Nurse is responsible for ensuring that clinical practice and delivery of care is consistent with VSK and Nursing and Midwifery Board of Australia Standards. The position is responsible for providing comprehensive, safe, evidence-based practice to facilitate optimal care; performing self-assessment of scope of practice and competence related to assigned under the direction of a Registered Nurse Commitment to providing high quality care to the children and families accessing Very Special Kids Hospice. Working effectively as part of a skilled, creative, professional and compassionate team.
Skills & Experience:	Qualifications/ Education Training and Work Experience • Registration as an Enrolled Nurse with AHPRA • 1 year of post-graduation Enrolled Nursing experience preferably in either paediatrics, palliative care, or disability • Experience working with multidisciplinary teams and volunteers Knowledge and Skills • Demonstrated commitment to ongoing personal and professional development, as evidenced in a Continuing Professional Development (CPD) record/Professional Practice Portfolio (PPP). • Commitment to child-safe work practices and environment • Basic life support • Experience in paediatrics, disability and or palliative care • Demonstrated experience with nasogastric tubes, tracheostomy care, gastrostomy care

	• Collaborate with the Registered Nurses in assessment, intervention • Experience in shift organisation and time management skills • Demonstrated capacity and experience in working collaboratively with other stakeholders and systems • Commitment to quality improvement and ongoing evaluation • Proficient IT skills to navigate systems and document and record nursing activities Personal Attributes • Highly developed interpersonal and communication skills, both written and verbal, and a proven track record in engaging with a range of stakeholders. • Demonstrated ability to work effectively and collaboratively with both clinical and non-clinical staff. • Proven ability to work independently when appropriate and within scope of practice and demonstrated initiative in performing duties. • Ability to work well under pressure and be flexible to changing priorities and environment. • Creative, dedicated and committed to ongoing personal development Actively upholds and models Very Special Kids' Guiding Principles in all aspects of work and workplace behaviour • We offer compassionate, individualised care for families across their entire journey • Our approach is forward thinking, positive and authentic • We collaborate to deliver the best support for families • We are purpose driven and act with integrity, respect and kindness
Summary of Key Responsibilities:	Practice safely within the Enrolled Nurse scope of practice Work under the direction of the Registered Nurse Work independently as well as collaboratively with the Clinical Services team to assess, plan, implement, and evaluate nursing care to meet identified outcomes on an ongoing basis. Medically Endorsed Enrolled Nurses administer medication under the supervision of a Registered Nurse. Maintain accurate and current medical records ensuring documentation meets professional and legal standards. Adhere to legislation pertaining to the privacy and confidentiality and the handling of personal information. Ensure complaints and grievances are escalated in line with relevant policies and procedures. Assist in the implementation and execution of audit schedules. Participate in hospice school holiday program, allied health and therapy activities

	Communicate and collaborate with all employees to build positive and harmonious working relationships across the organisation. Review own work performance, identifying learning needs and demonstrate planned professional development. Maintain competency in the performance of technical/clinical skills. Attendance and participation in the team meetings, in-house training days/sessions, clinical supervision sessions to promote learning, self-development and reflective practice.
--	---

Quality, Safety, and Improvement

Very Special Kids employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety, and Improvement by: • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Actively participating in team meetings, staff forums and other sessions relevant to the role, and as required • Supporting an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities • Identifying risks, reporting, and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position • Complying with the principles of Child Safe Standards that relate to this position • Leading and providing supervision of volunteers directly involved in your work
--

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals:	
Owner:	General Manager – Clinical Services
Approved by:	General Manager – People & Culture
Date of Last update:	29/07/2025