

## Position Description

Position Title	Associate Nurse Unit Manager
Position Number	30010683
Division	Clinical Operations
Department	Early Parenting Centre
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	ANUM Year 1 to 2
Classification Code	YW11 – YW12
Reports to	Nurse Unit Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Associate Nurse Unit Manager (ANUM) is a valued and integral member of the EPC's leadership team. Working directly under the Nurse Unit Manager, the ANUM is responsible for leading and supporting the EPC's multidisciplinary team in ensuring the delivery of the highest quality care and support for children and families engaged in the residential and day stay programs.

The ANUM works competently within their scope of practice to deliver and lead safe, evidence based person-centred care to achieve optimal outcomes for all children. The ANUM is also responsible for coaching, role modelling, mentoring, and managing clinical staff to ensure optimal outcomes for all children.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

#### **Clinical**

- Carry out practice in accordance with code of ethics, professional standards and legislation by maintaining current knowledge and competence within the scope of the position.
- Compliance with mandated requirements ensuring child safety and wellbeing at all times.
- Promotes nursing care that upholds the rights of the clients in relation to privacy and confidentiality.
- Provide safe, quality and clinically effective child and family health nursing in partnership with families.
- Demonstrate a knowledge of evidence-based practice that informs EPC's Model of Care and practice framework.
- Identify and manage actual or potential risks to children according to Bendigo Health's Policy and Procedures and legislative requirements.
- Engage with internal and external professionals, disciplines, and/or family stakeholders to enhance family goal achievement following discharge.
- Integrate cultural sensitivity and respect in all communications and interactions.
- Ensure familiarity and support of organisational accreditation requirements.
- Experienced at conducting group education sessions to families and staff.
- Maintain accurate documentation according to medico legal requirements.
- Ability to work a rotating roster across the EPC consisting of days, evenings and nights when demand requires

#### **Leadership**

- Implement a continuous cycle of assessment and evaluation of care and family and child action plans in accordance with family need, legislation, Bendigo Health's Policies and Procedures and the EPC Model of Care.
- Demonstrate excellent interpersonal and communication skills, working effectively with individuals, groups and as a member of a multi-disciplinary team, facilitating practice change and resolution skills.
- Role model supportive behaviours for staff and colleagues and promote a workplace culture reflective of Bendigo Health Values.
- Reflect on self and practice and identify areas for personal and professional growth.
- Work collaboratively with the NUM and Learning and Educational Development, to meet the learning needs/gaps of clinical staff.
- In collaboration with the EPC leadership team, contribute to developing a culture within the EPC which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their value, health and wellbeing.
- Support the NUM in addressing staff support requirements, performance management matters, outstanding mandatory training and other compliance activities.
- Lead implementation of quality improvements and new initiatives that focus on optimising the client experience and outcomes.

- Model the implementation of EPC practice guidelines (Framework, Model of Care, clinical procedures).
- Act as a role model in the adoption of a customer service focus for internal and external clients.
- Contribute towards EPC and Bendigo Health service accreditation and quality activities.

### **Operational Management**

- Actively support the NUM with strategic, operational and workforce planning.
- Monitor staff workloads - ensuring staff are appropriately skilled and experienced, well supported and engaged with wellbeing practices, including Reflective Practice.
- Work closely with NUM and all relevant stakeholders in ensuring all risks, incidents, near misses and client feedback are investigated and addressed in a timely manner.
- Complete performance appraisals as directed by NUM, establishing staff development plans and facilitating performance appraisals.
- Ensure that the handover, a critical part of service delivery, is delivered effectively and in a timely manner.
- Ensure a high level of clinical documentation from reporting staff.
- Participate in internal EPC meetings and other external forums as required.

## **Key Selection Criteria**

### **Essential**

1. Current registration as a Registered Nurse and/or Midwife with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated ability to establish and maintain professional relationships with all levels within the organisation through the use of excellent interpersonal and communication skills.
3. Ability to prioritise, set goals and objectives and meet deadlines
4. A patient-centred focus with adaptability, diversity, innovative thinking and application of evidence into practice and self-management.
5. Up-to-date theoretical knowledge of family and child health, development and parenting.
6. Ability to work in partnership with parents/carers to enhance their parenting capacity.
7. Demonstrated experience in leading a multidisciplinary team.
8. Demonstrated understanding of contemporary theoretical approaches that underpin working with families experiencing vulnerability.
9. Understanding of the legislative requirements that guide all decision making and service delivery for vulnerable and at-risk children and families.

### **Desirable**

10. Postgraduate qualifications in Perinatal Mental Health, Child and Family Health or equivalent

### **Additional Information**

- EPC services close down for the period of Christmas/New Year and Easter and staff are encouraged to take annual leave at this time.
- This position may require day, evening and night duty hours

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*