

# Position Description

<b>Position Title:</b>	Psychiatric Enrolled Nurse - Non-Endorsed
<b>Reports to:</b>	Nurse Unit Manager
<b>Department:</b>	Grutzner House
<b>Directorate:</b>	Community Care and Mental Health
<b>Cost centre:</b>	H8802
<b>Code &amp; classification:</b>	Enrolled Nurse, Level 1 (PE11 - PE18)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Enrolled Nurse plays an integral part in the assessment, planning, delivery and evaluation of evidence-based nursing care for residents.

The Enrolled Nurse practices from a model of care, which uses a holistic approach that encompasses a wellness through to illness perspective, as it looks after the physical, psychosocial and mental health components of a resident's life.

The Enrolled Nurse also practices and places a high importance on the role and influences that a family, carers and significant others have on the residents they care for. The Enrolled Nurse assists with onsite clinical training where appropriate for nurses on rotation in Grutzner House.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Be able to work within the scope of practice for an enrolled nurse
- Be consumer/resident/family focused when providing care on a daily basis
- Be able to communicate effectively and in a timely manner to team members
- Have a high level of time management skills
- Carry out duties as per the relevant duty routines
- Be able to assist the Associate Nurses to deliver care and manage events within a shift
- Be a role model for junior/other staff
- Demonstrate skills in using and understanding the MANAD and AN – ACC tools used in aged care
- Have the ability to write reports, to meet documentation and legal requirements and have a basic awareness of funding implications
- Attend clinical reviews / meetings as deemed appropriate To perform other duties as directed by senior staff as required
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

## KEY SELECTION CRITERIA

### Formal Qualification(s) and Required Registration(s):

- Current registration with the Australian Health Practitioner Regulation Agency as an Enrolled Nurse

### Essential:

- Be self-motivated and have a high level of communication, organisational and time management skills.
- Have basic knowledge of resident management and information systems.
- Have a high level of Computer literacy
- Be able to demonstrate an understanding of the aged care standards,
- Have a basic understanding of mental health issue in the aged care population

### Desirable:

- Experience in Aged Care Nursing
  - Experience in Aged Mental Health
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## KEY PERFORMANCE INDICATORS

### Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Registration is maintained and working within scope of practice
  - Attendance and active participation at meetings as required
  - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
  - Active participation in the Performance and Development review process
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## ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;

- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

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### ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Mental Health	Enrolled Nurse - Non-Endorsed
<b>Reviewed by:</b>	Nurse Unit Manager
<b>Issue Date:</b>	July 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)