

# Position Description

<b>Position Title:</b>	Activities Nurse Coordinator Wanyarra
<b>Reports to:</b>	Wanyarra Nurse Unit Manager
<b>Department:</b>	Mental Health
<b>Directorate:</b>	Community Care & Mental Health
<b>Cost centre:</b>	H0856
<b>Code &amp; classification:</b>	Registered Psychiatric Nurse Grade 3 (NP81-NP74)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 and its successors, 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 Activities Nurse Coordinator (ANC) provides clinical leadership and coordination of a structured therapeutic activities program within the Wanyarra acute inpatient unit. The role enhances consumer engagement, supports recovery, reduces distress and agitation, and contributes to a safe and therapeutic environment.

The ANC develops, implements, and evaluates individual and group-based therapeutic, psychoeducational, recreational, and sensory interventions. They work collaboratively with the multidisciplinary team (MDT) to ensure activity offerings are evidence-informed and aligned to consumer goals.

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## RESPONSIBILITIES AND DUTIES

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

### **Clinical Leadership & Program Coordination**

- Lead the design, delivery, and evaluation of the unit's therapeutic activity program (daily, weekly, monthly schedules).
- Ensure activities are trauma-informed, recovery-oriented, culturally safe, inclusive, gender-sensitive, and co-designed where possible.
- Provide clinical oversight and delegation to RPNs, ENs, and PSOs assisting with activity facilitation.
- Maintain up-to-date knowledge of best practice in therapeutic, sensory, and engagement interventions for acute mental health settings.
- Collaborate with allied health staff (OTs, social workers, psychologists) to integrate shared therapeutic goals.
- Consumer Engagement & Recovery-Oriented Care

- Facilitate group and 1:1 therapeutic sessions including sensory modulation, coping skills, psychoeducation, physical activity, creative arts, and social connection activities.
- Conduct brief assessments to identify consumer interests, sensory needs, and goals.
- Advocate for consumer voice and choice, ensuring activities meet diverse needs and support autonomy.
- Support consumers' transition to community by linking activities with community resources where appropriate.

### **Safety, Risk Management & Quality Improvement**

- Contribute to a safe and structured ward environment by providing proactive engagement to reduce boredom, distress, and behavioural escalations.
- Participate in risk assessment and safety planning with the MDT, using de-escalation strategies aligned with Safewards and trauma-informed practice.
- Monitor consumer participation and escalate any concerns regarding mental state, safety, or engagement barriers.
- Collect, analyse, and report activity participation data and quality metrics.
- Lead continuous improvement projects related to engagement, therapeutic activities, and reduction of restrictive interventions.

### **Education, Coaching & Staff Support**

- Provide education and coaching to nursing and support staff on facilitation skills, sensory approaches, and recovery-oriented engagement.
- Mentor junior staff and provide feedback on practice development.
- Support development of unit resources (activity manuals, sensory kits, therapeutic tools).
- Contribute to staff orientation and training around group facilitation and recovery principles.

### **Administration & Documentation**

- Maintain accurate documentation of group sessions, attendance, consumer progress notes, and risk observations.
- Coordinate resources, equipment, and spaces required for activities.
- Contribute to unit reports, audits, and quality reviews.
- Maintain a weekly timetable of programs and ensure this is clearly communicated to consumers and staff.

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## **PERSONAL QUALITIES AND CAPABILITIES**

- Understand own emotions and feelings and how they can impact performance
- Being open to feedback and aware of own strengths and areas for development
- Ensure self-regulation of own emotions
- Demonstrating reliability by meeting commitments and utilising organisational and time management skills
- Remain open and flexible to change.

- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Assume responsibility for own learning needs
- Self-motivated with high level of communication, teamwork and time management skills.
- Ability to actively listen, sensitively respond and understand others' perspectives
- Support the development of others by acting as a resource and assisting colleagues/students to grow and develop their skills.
- Ability to manage conflict in the workplace through active listening, open communication and de-escalation.
- Develop and maintain appropriate professional working relationships with members of the multi-disciplinary team and external service providers
- Work collaboratively with others toward shared goals
- Effectively works as part of a team and models team qualities like respect, helpfulness and cooperation.

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## **KEY SELECTION CRITERIA**

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

- Current registration with the Australian Health Practitioner Regulation Agency
- Bachelor of nursing
- Postgraduate diploma or Masters of Mental Health Nursing

### **Essential:**

- Minimum 3 Years of experience
- Demonstrated ability to provide high-quality and safe clinical care
- Self-motivated with high level of communication organisational and time management skills
- Computer literacy at intermediate level for IT applications
- Demonstrated experience in acute mental health nursing at senior/advanced practice level.
- Strong skills in therapeutic engagement and exposure to group facilitation.
- Experience in sensory modulation, recovery-oriented practice, and trauma-informed care.
- Ability to plan, implement, and evaluate structured activity programs.
- Highly developed risk assessment and de-escalation skills.
- Excellent communication skills and ability to work collaboratively within an MDT.
- Demonstrated ability to lead quality improvement and provide clinical education.
- Strong organisational skills with capacity to prioritise in a dynamic environment.

### **Desirable:**

- Training/experience in:
  - Safewards
  - Sensory modulation
  - Therapeutic interventions
  - Creative or expressive therapies
  - Exercise or wellness-based programs
- Experience working with LGBTIQ+ communities, Aboriginal and Torres Strait Islander consumers, and culturally diverse populations.

## KEY PERFORMANCE INDICATORS

**Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Development and maintaining of collaborative relationships with all other teams and professionals;
  - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Regular, updated activity schedules and documented attendance data.
  - Quarterly quality improvement report submitted to Nurse Unit Manager
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## AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, 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;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health 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;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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 the 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;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of 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 Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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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 The 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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**Community Care & Mental Health****Activities Nurse Coordinator**

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**Reviewed by:**

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Nurse Unit Manager - Wanyarra

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**Issue Date:**

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December 2025

## ABOUT US

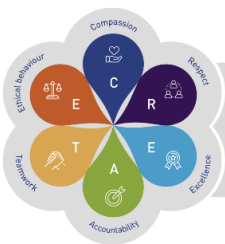
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also 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:



COMPASSION  
RESPECT

EXCELLENCE  
ACCOUNTABILITY

TEAMWORK  
ETHICAL BEHAVIOUR

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](#)