



# VACANCIES

## St Vincent's Public Hospital Melbourne

*St Vincent's Hospital Melbourne acknowledges the local Aboriginal people of the land on which its many sites are located. St Vincent's acknowledges Aboriginal people as the traditional owners of the land. We are committed to improving the health and wellbeing of Aboriginal and Torres Strait Islander people and their communities and believe that this can be achieved, in part, through greater representation in the health workforce.*

SVHM is a leading teaching, research and tertiary health service, with a strong history in providing high quality health care to the Aboriginal and Torres Strait Islander community. Having 18 sites throughout Melbourne, we provide a wide range of services, including but not limited to; acute medical and surgical services, emergency and critical care, aged care, rehabilitation, allied health, mental health and palliative care.

### What we can offer YOU...

- Internal employee opportunities including post graduate study positions within your preferred speciality; and the Professional Development Year program
- Permanent part time, full time, and casual positions available
- A culturally safe workspace, including specific Cultural Leave policies for Aboriginal and Torres Strait Islander people
- Central location, accessible to all public transport
- A friendly & supportive work environment
- Professional mentorship opportunities
- No cost uniforms and training
- Competitive remuneration

Each job listed will contain the position description and a link to apply. If you wish for assistance with your application, or to discuss other opportunities at SVHM then please contact Stephanie Hayes, HR & Indigenous Programs Specialist on (03) 9231 1518 or [stephanie.hayes@svha.org.au](mailto:stephanie.hayes@svha.org.au)

We encourage you to contact the hiring manager if you wish to clarify the job requirements.

*You will be required to hold and maintain a valid National Police Check.*

**Please note that these opportunities are open to Australian citizens who are of Aboriginal or Torres Strait Islander descent, identify as an Aboriginal and/or Torres Strait Islander and are accepted by the community in they live or have lived.**





## St Vincent's Hospital Melbourne (SVHM) Aboriginal and/or Torres Strait Islander Employment – Expression of Interest

[Click here to apply](#)

**You will need to submit your up-to-date resume and cover letter.**

As part of St Vincent's Health Australia's (SVHA) vision for a reconciled Australia is that all our people and communities share in the health and prosperity that this nation has to offer. St Vincent's Health Australia is committed to reconciliation and closing the gap in employment related outcomes for Aboriginal and Torres Strait Islander peoples.

A key strategy in Aboriginal and Torres Strait Islander workforce development is targeting positions within the organisation. Targeting positions gives St Vincent's Hospital Melbourne an opportunity to demonstrate our mission and values, fulfil our commitments and bring positive change to Aboriginal and Torres Strait Islander communities in our organisation.

**To express an interest you will provide a cover letter outlining the below requirements....**

- Area of interest
- Identify as Aboriginal and/or Torres Strait Islander
- Ability to work autonomously and as part of a diverse team
- Excellent communication and time management skills
- Very high standard of patient & customer service
- Appropriate skills, experience, or registration/qualifications for the applicable area of interest
- Why you want to work for an organisation with our mission and values

If your preferred area of interest isn't available or the job ad has closed, please contact the HR & Indigenous Programs Specialist, Stephanie Hayes, to discuss your options.

Email: [stephanie.hayes@svha.org.au](mailto:stephanie.hayes@svha.org.au)

Phone: (03) 9231 1518





**ST VINCENT'S  
HOSPITAL**  
MELBOURNE

A FACILITY OF ST VINCENT'S HEALTH AUSTRALIA

## Permanent Nurse Pool, Registered Nurses & Endorsed Enrolled Nurses Fitzroy

[Click here to apply](#)

### How to apply:

- Register with the Recruitment portal and follow the prompts
- You must include your CV and a Cover Letter with your application

### What the Nurse Workforce Unit can offer you...

- Opportunity to work across a wide range of general and specialty areas and campuses
- Provide you with guidance, encouragement and support to further develop your skills and knowledge to enhance your career opportunities within St Vincent's
- At commencement of employment you will attend a comprehensive orientation program and be allocated paid supernumerary day

### Nurse Pool:

- Permanent full time or part time work
- Provide you with a rotating roster, working AM, PM and N/Duty
- Confirmed shifts in advance

Classifications for this position will range from YP3 - YP11 (\$62,000 - \$79,000) and IB66 - IB72 (\$56,000 - \$63,000) per annum.

### Duties

- Demonstrates a Person Care Approach in all aspects of daily nursing practice
- Demonstrates active pursuit of professional development relating to General Medicine and relevant medical conditions
- Completes all competencies as directed by the Nurse Unit Manager achieving 100%
- Acts as a role model and supports junior staff in all clinical aspects
- Accurately documents patient care in accordance with hospital documentation guidelines

### Qualifications, Skills and Experience

- Degree in general nursing which meets the registration requirements of the Australian Health Practitioner Regulation Agency (AHPRA)
- Current practicing certificate
- Demonstrated understanding of professional nursing issues
- Knowledge of workplace statutory and regulatory requirements and their impact on nursing care delivery
- Demonstrated ability to communicate effectively with patients and staff at all levels
- General Medical experience highly desirable

EEN Position Description: [Position Description](#)

RN Position Description: [Position Description](#)





**ST VINCENT'S  
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## Grade 2 Registered Nurses

### Fitzroy

[Click here to apply](#)

- Part Time/Full Time positions available
- Permanent from September 2019

#### About the Department

8 West is a 24 bed unit comprising of 20 acute medical beds and 4 GEM Plus beds. 8 West also has a Discharge Lounge that operates Monday to Friday. 8 West upholds strong values of providing high quality care to our patients and excellent communication between all health professionals from all disciplines. All staff on 8 West are required to actively participate in their own professional development and self-directed learning in order to maintain high quality clinical skills and knowledge

#### About the Role

An exciting opportunity exists for a motivated and experienced Grade 2 Registered Nurse with acute medical nursing experience, who is seeking a challenging and rewarding opportunity, in a supportive team environment, to become part of our dynamic team on a fixed term, full time basis. The classification for this position will range between a YP3-YP11 (\$65,276 - \$87,282 base salary per annum).

#### Duties

- Demonstrates a Person Care Approach in all aspects of daily nursing practice
- Demonstrates active pursuit of professional development relating to General Medicine and relevant medical conditions
- Completes all competencies as directed by the Nurse Unit Manager achieving 100%
- Acts as a role model and supports junior staff in all clinical aspects
- Accurately documents patient care in accordance with hospital documentation guidelines

#### Qualifications, Skills and Experience

- Degree in general nursing which meets the registration requirements of the Australian Health Practitioner Regulation Agency (AHPRA)
- Current practicing certificate
- Demonstrated understanding of professional nursing issues
- Knowledge of workplace statutory and regulatory requirements and their impact on nursing care delivery
- Demonstrated ability to communicate effectively with patients and staff at all levels
- General Medical experience highly desirable

[Position Description](#)





**ST VINCENT'S  
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## Enrolled Nurse, Auburn House

### Hawthorn East

[Click here to apply](#)

**Part Time or Full Time position available**

#### About the Department

Auburn House is a 30 bed psychogeriatric aged care facility in Hawthorn East, caring for people with behavioural and psychological needs who are looked after by a skilled and compassionate team of Registered and Endorsed Enrolled Nurses.

#### About the Role

An opportunity currently exists for an Enrolled Nurse to join the Auburn House Team. You will contribute to the dignity and quality of life of the residents within a safe and comfortable environment.

Classification for this position will range between PE11 - PE18 (\$52,000 - \$60,000 per annum).

#### Duties

- Liaise with patient, patient's family, medical and ancillary staff as required or requested
- Accurately document and observe resident care in accordance with health services guidelines
- Actively participate in unit meetings, Aged care documentation and training
- Administer medication in accordance with hospital procedures, protocols and policies

#### Qualifications, Skills and Experience

- Current Nursing Registration with AHPRA
- Diploma of Nursing or Certificate IV
- Demonstrated ability to work within a multidisciplinary team
- Exceptional interpersonal skills with patients, visitors and staff at all levels
- Experience within Dementia Care or Aged Mental Health would be desirable

[Position Description](#)





**ST VINCENT'S  
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## Grade 2 Registered Nurse, Cardiology & Coronary Care Fitzroy

[Click here to apply](#)

- **Part Time, Fixed Term positions available**

### About the Department

4 West (CCU/Cardiology) is an 18 bed cardiac unit comprising of 6 Coronary Care beds and 12 Cardiology beds. The unit cares for patients with acute coronary syndromes, rhythm disturbances and heart failure, along with caring for patients' pre and post coronary angiography and pace maker insertion and other specialist procedures. The Coronary Care Unit cares for respiratory patients and patients requiring cardiac monitoring, temporary pacing, inotropic support, intra-aortic balloon pumping and non-invasive ventilation.

### About the Role

An exciting opportunity exists for a motivated and experienced Grade 2 Registered Nurses with post graduate qualifications in Cardiac Care, who are seeking a challenging and rewarding opportunity, in a supportive team environment, to become part 4 West on a part time fixed term basis.

The classification for this position will range between a YP3-YP11 (\$65,276 - \$87,282 base salary per annum).

### Duties

- Provide nursing care for acute cardiac patients
- Complete Advance Life Support Certificate
- Document, observe and report relevant nursing findings
- Liaise with the patient, the patient's family, medical and multidisciplinary staff
- Manage the physical and emotional wellbeing of the patient

### Qualifications, Skills and Experience

- Completed Bachelor of Nursing Degree
- Post Graduate Certificate/Diploma in Cardiac Care is desirable
- Previous Cardiology experience is desirable
- Current Nursing Registration with AHPRA
- Demonstrated commitment to continuous improvement, best practice and safety
- Motivated, professional with exceptional communication and time management skills

[Position Description](#)





**ST VINCENT'S  
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## Nurse Workforce Unit, Allocations Officer (Casual)

### Fitzroy

[Click here to apply](#)

#### About the Department

The Nursing Workforce Unit provides a centralised coordinated approach to nursing staff replacement including procurement from agencies, enabling the procurement of the right nurse, at the right classification to cover shift vacancies and meet nurse patient ratios whilst maintaining delivery of high standard patient care. The centralised unit will allow for real time monitoring, analysis and strategic management of issues related to nurse staffing and most importantly provide forward planning to meet any workforce shortfalls and increased clinical acuity needs in the most appropriate and effective manner.

#### About the Role

We currently have casual positions available.

As the Allocations Officer you will be responsible for ensuring that the nursing vacancies across St Vincent's are filled with appropriate staff in a timely manner with the support of the electronic workforce management system. You will also undertake all administrative functions in the management of the Nurse Workforce Unit

You are a motivated and self-directed individual with a demonstrated ability to deliver a high standard of customer service. You are team orientated and will bring excellent communication and organisational skills to our team.

The Classification for this position will be HIS (\$27.88 per hour & 25% casual loading)

#### Duties

- Effectively assist in the management of the staffing allocations service for clinical areas
- Liaise with nursing agencies to fill vacancies
- Liaise with the Nurse Unit Managers or the site Hospital After Hours Coordinators if vacancies remain unfilled and to coordinate the movement of available staff
- Maintain accurate records of daily bookings, confirmation and replacement staff.

#### Qualifications, Skills and Experience

- Excellent attention to detail, communication and organisational skills
- Demonstrated computer literacy using the Microsoft Office suite
- Familiarity with medical terminology
- Flexibility to work at short notice
- Previous experience in the health industry, particularly drawing on your experience with rostering or allocations would be an advantage
- If you are working more than 16 hrs per week elsewhere you are not eligible to apply for this position

[Position Description](#)





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## Health Assistant (Nursing) Casual Bank

### Fitzroy

[Click here to apply](#)

**Please ensure you upload a copy of your certificate, transcript and cover letter when you submit your application.**

#### **About the Department**

Working across a range of clinical areas, the Health Assistant (Nursing) will work in accordance with the duty list relevant to that department.

#### **About the Role**

An exciting opportunity exists for passionate, caring and qualified Health Assistants (Nursing) to join our dynamic team at St Vincent's Hospital. You will work as part of a wider ward team, under the direction and supervision of the Nurse Unit Manager (NUM) or equivalent, and will make a positive contribution to patient care through assistance and support to our Registered Nurses and Enrolled Nurses.

The classification for this position will range between a PW11 - WP11 (\$47,991 - \$52,026 base salary per annum).

#### **Duties**

Participate in delegated aspects of patient care including but not limited to:

- Assistance with personal hygiene and nutritional needs
- Assistance with mobility, transfers and positioning within the ward
- Assistance with elimination needs
- Ensure patient privacy and dignity is maintained at all times
- Observation and supervision of patients at risk
- Maintain a safe patient environment and report incidents promptly to supervising staff
- Communicate effectively with patients, families and the wider team

#### **Qualifications, Skills and Experience**

- Certificate III Health Assistant (Nursing) HTL33115 (inclusive of Acute Units) or other relevant Certificate or satisfactory completion of first year of study in a health related degree
- Ability to follow instructions and work as part of a team
- Good interpersonal skills, verbal and written communication skills including an ability to communicate effectively with other staff, patients and families
- A personal approach which is positive, enthusiastic, friendly and helpful
- Reliability in relation to attendance and completion of assigned tasks

#### **Position Description**







**ST VINCENT'S  
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## Case Manager - Nursing

### Fitzroy

[Click here to apply](#)

#### Full time, permanent position

#### About the Department

The Footbridge Community Care Unit (CCU) through a multidisciplinary team approach provides ongoing specialist treatment and support to meet the identified needs of consumers who suffer with a serious mental illness and associated high level of disability in the City of Yarra and Boroondara.

#### About the Role

An opportunity currently exists for a Psychiatric Nurse (RPN2) to work in Mental Health at St Vincent's Community Care Unit. You will provide a high standard of care in accordance with the Strengths model under a recovery oriented framework, working closely with the medical and multidisciplinary teams to achieve a positive outcome for all consumers and their families. You will be offered a range of learning opportunities to develop specialist skills and the opportunity to operate as part of an integrated Adult Area Mental Health Service.

#### Duties

- Provide direct clinical services that meet the needs and preferences of our consumers, their families and carers
- Completion of all documentation promptly and accurately, in accordance with St Vincent's policies.
- Manage a small case load of consumers
- Participate in community development activities of the service
- Display active participation in professional development and ongoing learning opportunities.
- Maintenance of documentation required by the service to meet legislative and service requirements.
- Work a rotating roster including night duty

#### Qualifications, Skills and Experience

- Diploma or Degree (minimum) in nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia (AHPRA).
- Current Nursing and Midwifery Board of Australia (AHPRA) registration.
- A current Victorian driver's licence.
- Evidence of knowledge, skill and professional development in the area of adult mental health recovery orientated practice.
- Post qualification experience within Mental Health Services.

#### [Position Description](#)





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## Post Graduate Intensive Care Program 2020 - Masters of Nursing Fitzroy

[Click here to apply](#)

**Fixed Term, Part Time, 0.8 EFT - 3rd February 2020 to 10th February 2021**

### About the Department

The Department of Critical Care Medicine (DCCM) at St Vincent's Hospital Melbourne (SVHM) is a 15 bed environment caring for patients requiring critical care. It accommodates elective and emergency surgical and medical patients.

The DCCM admits deteriorating patients from the ward environment, Operating Theatre, Emergency Department plus external admissions from other metropolitan and rural hospitals via Adult Retrieval Victoria (ARV).

Students are supported in providing one to one care to patients with a range of different requirements including: advanced haemodynamic monitoring, management of vasoactive and inotropic drugs, temporary pacing, external ventricular drains / Codman's, Intra-Aortic Balloon Pump (IABP), Non Invasive Ventilation (NIV), mechanical ventilation support and Continuous Renal Replacement Therapies (CRRT).

### About the Programme

SVHM DCCM is in partnership with Deakin University (Burwood)

- To participate in this program applicants must be successful in gaining employment at SVHM DCCM to complete the clinical requirements
- To fulfill the employment contract with SVHM DCCM students must be enrolled in the Master of Nursing Practice – Intensive Care with Deakin University (Burwood) for the 1 year period

### Duties

- Participating and completing all requirements of the Masters of Nursing (Intensive Care) including study day attendance and completion of assessment components
- Assisting the Nurse Unit Manager / Associate Nurse Unit Manager, as directed, in achieving 100% competencies completion of local and hospital based competencies
- Demonstrating sound clinical knowledge and acts as a clinical role model by providing the highest standard of direct patient care

### Qualifications, Skills and Experience

- Degree in general nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia
- Current Registration with AHPRA
- Applicants must have completed a minimum of 2 years nursing practice in an acute care setting (inclusive of graduate nurse year)

[Position Description](#)





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## Grade 2 Registered Nurse, Correctional Health Fitzroy

[Click here to apply](#)

### Full time, permanent position

#### About the Department

St Augustine's is a 10 bed ward located at St. Vincent's Hospital Melbourne, providing tertiary care to male and female prisoners from the state of Victoria. St. Augustine's is an acute medical and surgical ward providing pre-operative and post-operative care and also treats multiple medical conditions including gastrointestinal diseases, cancer and infectious diseases. The small team of dedicated clinicians strives to provide the highest level of care to the prisoner population to ensure the best possible health and social outcomes.

Classifications for this role will range from YP3 - YP11 (\$65,276 - \$87,282 base salary per annum)

#### About the Role

Under the guidance of the Nurse Unit Manager or delegate, you will be responsible for the delivery of high quality patient care within our team environment. You will also be responsible for your own professional development, for supporting and assisting your colleagues and facilitating achievement of specific KPI's as developed for St Augustine's.

#### Duties

- Manage the physical and emotional well-being of the patient
- Assist with medical and diagnostic procedures carried out in the unit
- Liaise with patient, patient's family, medical and ancillary staff as required or requested
- Care for and maintain specialty equipment
- Demonstrate 'best practice' clinical skills and will maintain and further develop their level of clinical competence
- Demonstrate sound clinical knowledge and act as a clinical role model by providing the highest standard of direct patient care

#### Qualifications, Skills and Experience

- Bachelor of Nursing which meets the registration requirements of the Nursing and Midwifery board of Australia
- Current Nursing Registration with AHPRA
- Minimum 12 months current experience in medical or surgical nursing is essential
- Demonstrated ability to facilitate team outcomes in an interdisciplinary environment
- Motivated and professional with exceptional communication and time management skill

[Position Description](#)





**ST VINCENT'S  
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A FACILITY OF ST VINCENT'S HEALTH AUSTRALIA

## ICU Critical Care Registered Nurse Fitzroy

[Click here to apply](#)

**Critical Care Registered Nurse, in a permanent full time, part time or permanent night duty position**

### About the Department

The Department of Critical Care Medicine comprises 13 ICU and 4 HDU beds, with unparalleled state of art technology and an open plan design and cares for approximately 1700 patients per year. These admissions represent a broad spectrum of health conditions including cardiac, respiratory, renal, neuromuscular, endocrine and hematologic disorders, post - orthopaedic and vascular surgery and multi-organ failure and sepsis. It is also a state referral centre for neurosurgery and cardiothoracic surgery. The Department of Critical Care Medicine leads the Medical Emergency Team and the Critical Care Liaison Nurse Team and plays a major role in patient care, clinical governance, research and education throughout the STV's organisation.

### About the Role

This is a permanent role, offering permanent full time or part time hours working a 24/7 rotating roster, with exposure to a wide critical care patient case mix. The successful candidate will rotate through ICU and HDU clinical areas. Flexible rostering patterns with options of 8hr, 10hr, or 12 hr shifts on offer, with a real focus on work/life balance. The successful candidate will provide excellence in patient-centred care and demonstrate 'best practice' clinical skills. Maintain and further develop clinical competence, and build respect and trust with your patients, their careers and your colleagues

The classification for this position will range between a YP3-YP11 (\$65,275 - \$87,282 base salary per annum).

### Duties

- Demonstrate 'best practice' clinical skills and sound clinical knowledge
- Assist the Nurse Unit Manager/Nurse Unit Manager, as directed, in achieving 100% competencies certification, annually, of nursing staff including completing their own competencies
- Display adaptability and flexibility to meet the changing operational needs of the business
- Take all necessary care and precautions when undertaking clinical procedures
- Ensure consumers receive information in an appropriate and accessible format

### Qualifications, Skills and Experience

- Post Graduate qualification in Critical Care Nursing with ICU experience (Essential)
- Excellent communication, time management skills, and critical thinking ability
- Demonstrated ability to facilitate team outcomes in a multidisciplinary environment
- Demonstrated interpersonal skills including problem solving, conflict resolution, and negotiation
- Ability to be patient focused and adaptable to environmental changes

[Position Description](#)

