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| Position Title: | PalliWellbeing Officer (RN) |
| Role Type: | Casual |
| Position Located: | Brisbane and Townsville |
| Background | |
| <p>Palliative Care Queensland (PCQ) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Queensland. PCQ was established in 1988 and is a membership-based organisation, supporting the individuals, families, carers, community members, as well as specialist and generalist health care professionals working with Queenslanders experiencing serious illness, dying, death and grief. Collectively, the PCQ membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCQ is a founding member of Palliative Care Australia.</p> | |
| Position Summary | |
| <p>The PalliWellbeing Officer (RN) will be primarily responsible for providing support, information and training for consumers, community groups and health, social and community professionals and services.</p> | |
| Main Tasks and Responsibilities | |
| <p>As this is a casual position the tasks and responsibilities below may vary based on organisational need at the time and it is unlikely that all tasks will be required by all PalliWellbeing Officers.</p> <ul style="list-style-type: none">• Facilitate training sessions for health, social and community members• Conduct holistic support needs assessments and create basic holistic support plans for people living with a terminal condition and/or their carer or family (including providing emotional support, navigation support or counselling as required) this may be via the telephone or face-to-face• Coordinate Ambulance Wish Queensland wish day team as the wish coordinator for offsite and onsite wishes• Conduct mapping and engagement activities to understand the broad range of services and supports available and opportunities to create linkages• Sourcing, collating, analysing and compiling data, results and information to identify emerging issues and tracking and reporting on project progress against established milestones and deliverables• Create accurate records of client support and care provided• Facilitating open communication and discussion between stakeholders (by way of working groups, networks, committees and consultative forums), to promote engagement• Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement focus (including contribute towards systems and process improvement)• Other ad hoc support for the team as required within the scope of the relevant award. | |



Key Attributes

Essential

- Qualifications and/or training in Registered Nursing a minimum of 2 years' experience in palliative care (specialist or generalist)
- Current RN membership of AHPRA
- Knowledge of holistic needs assessment, care planning and navigation support
- Highly developed ability to successfully communicate compassionately to a wide audience
- Excellent written and verbal communication skills and attention to detail
- Always exhibit an ability to problem solve with individuals and follow guidelines and policies and procedures.
- Demonstrate an understanding of, quality documentation, complaints handling, incident reporting and restrictive/scope of practice
- Experience in stakeholder management, including groups / round table facilitation
- Experience in facilitating training sessions or information sessions to a variety of audiences
- Experience in leading small groups, volunteers and networks
- Demonstrated intermediate ability to use computer IT systems including Office365 and videoconferencing, CRM / health data records systems
- A strong understanding of the range of lived experiences of people with life limiting conditions and their carers/family and the capacity to inspire people to embrace person and family centred approaches to care
- A shared passion and determination to play a key role in delivering the mission and vision of the organisation

Desirable

- Certificate IV Training and Assessment (or similar)
- Experience and understanding of the Queensland health and community systems
- Training in public health palliative care
- Experience working in a small team environment

Our Inclusivity Statement

Palliative Care Queensland values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care Queensland: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.

Benefits of working at PCQ

- Employee Assistance Program
- A collaborative team environment that encourages new ideas and contributions
- An organisation that promotes an inclusive culture, work-life balance, and flexibility
- Brisbane office is located near public transport (close to central station)



TERMS AND CONDITIONS OF EMPLOYMENT

Requirements:

For acceptance of this position the employee must hold a current:

- National Police Check
- Queensland Blue Card or relevant AHPRA registration
- Queensland driver's license
- Immunisation record (as per requirements for Palliative Care Queensland).
- Right to work in Australia

Evidence of the required documents must be provided during orientation or before.

EMPLOYEE ACKNOWLEDGEMENT (To be signed by the successful candidate)

By signing below the Position Holder confirms:

- Receipt and understanding of the duties required
- Agreement to fulfil the role to the best of his/her ability that he/she is not aware of any pre-existing conditions/impairments that might be affected by or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim workers' compensation on those conditions/impairments which subsequently recur or worsen
- Awareness of the requirement for the position

This signed document will be kept on the position holder's personnel file.

Print Name: _____ Signature: _____ Date: ____/____/____

| Employee Full Name | Signature | Date |
|--------------------|-----------|------|
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| Position Description (PD) Approved by CEO | | | | | |
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| CEO Full Name | Shyla Mills | Date | 25/5/2020 | PCQ PD Code | PDRD0013 |