

POSITION:	Registered Nurse – Division 1
CLASSIFICATION:	Grade 2 or 3
REPORTS TO:	Nursing Operations Manager
DATE UPDATED:	July 2026

ORGANISATIONAL ENVIRONMENT

MCM is a leading community support organisation working alongside Victorian communities and families and individuals to live the life they aspire to, their way, providing a broad range of support in homelessness, disability, palliative care, youth housing, community services, family violence, education and inclusive employment service areas. MCM is a leading provider of specialist services for young people experiencing homelessness, providing wraparound support so they can transition to autonomy and their positive pathways of choice.

MCM comprising MCM Services, Hester Hornbrook Academy, MCM Housing and Quantum Support Services work together to disrupt disadvantage and create positive change for Victoria's most vulnerable people.

DIVERSITY, EQUITY OF ACCESS, AND INCLUSION

MCM is committed to inclusion, equity of access and diversity. We know that diversity helps us to innovate and make the biggest impact possible. Our DEI Strategy On for Inclusion supports and drives an inclusive workplace culture. We recognise that many people continue to face systemic barriers within an employment context, particularly those from First Nations, culturally and linguistically diverse, disability and LGBTIQ+ communities. We are committed to inclusivity and want to continue to learn from and grow our diverse workplace culture. This includes supporting your individual employment needs wherever reasonably possible.

POSITION CONTEXT

This position is located within the MCM Palliative Care Division (MCMPC) and implements MCM's commitment to the ongoing development to best practice in palliative care. MCMPC was established in 1981 as the first community-based palliative care service to operate in Victoria. The service aims to enhance quality of life by providing specialist, interdisciplinary health care and practical support for people living with a terminal condition and their families and carers including the management of complex symptoms, loss, grief and bereavement. The service is provided to residents of the local government areas of Darebin, Hume, Merri-bek and Yarra in accordance with the Palliative Care Australia's Standards for Providing Quality Palliative Care for all Australians.

Working as a member of an interdisciplinary team and in collaboration with external health professionals, the Palliative Care registered nurse will provide palliative care to MCMPC clients in accordance with the values, policies and procedures of MCMPC, and within the philosophy and organisational values of MCM. MCMPC provides a 7 day per week 24-hour service. Roster includes morning, afternoon shifts and occasional on call.

POSITION PURPOSE

The Palliative Care Registered Nurse will provide initial and ongoing nursing assessment and psychosocial screening for all clients admitted for care. The outcomes of the assessment are used to coordinate and plan appropriate ongoing nursing care in partnership with external service partners and other services within MCMPC catchment.

This position operates at the Self Leadership level in the MCM Leadership Capability Framework.

POSITION DUTIES AND RESPONSIBILITIES

Duties of this role may include but are not limited to the following:

1. Client care

- Demonstrate high level of skill in clinical decision making:
 - Problem identification and solution
 - Analysis and interpretation of clinical data
 - Maintenance and improvement of clinical standards
- Provide comprehensive assessment and regular review of palliative care clients, using a holistic and anticipatory approach.
- Screen clients, carers and families for clinical, psychosocial and spiritual needs, focusing on strengths and challenges, social supports, financial and legal concerns.
- Assess client nursing needs and the carer's ability to provide care at home.
- Assist clients in evaluating symptom control, setting goals and plans.
- Provide support, advice, education and advocacy for clients and carers of diverse ages, cultures and backgrounds.
- Initiate and participate in ongoing advance care planning with all clients and primary carers.
- Initiate and participate in the preparation for end of life with all clients and primary carers.
- Plan and coordinate services (with other agencies or disciplines) relating to end of life care with all clients and carers.
- Anticipate after-hours requirements and ensure preparations are in place for client and carer should the need for after-hours care arise.
- Ensure that client care meets professional, organisational, legal and ethical requirements at all times.
- Deliver a high standard of care regardless of clients' or colleagues' differing values, beliefs, culture, and social context.

2. Improving organisational performance

- Active participation in MCMPC quality and benchmarking activities:
 - Australian Council on Healthcare Standards
 - Palliative Care Outcomes Collaboration (PCOC)

- Participate in mandatory organisational competencies relating to clinical practice, quality and OH&S requirements
- Provide client centred care at all times
- Provide evidenced based practice
- Demonstrate evidence of effective time management

3. Accurate documentation

- Ensure all elements of client records are complete, including consent forms, care plans, symptom assessment tools and evaluation of interventions
- Comply with MCMPC client documentation requirements and other administrative systems
- Comply with organisation data requirements e.g. Victorian Integrated Non – Admitted Health (VINAH) minimum dataset

4. Interdisciplinary teamwork and collaboration

- Contribute to excellent interdisciplinary practice
- Demonstrate evidence of participation in the MCMPC culture of peer support, reflective practice and culture of feedback
- Provide support, advice and education to external providers as required
- Promote respectful and constructive team relationships
- Uphold a professional manner to managing conflict and take a resolution approach to achieving outcomes

5. Professional development/behaviour

- Membership of relevant professional organisation/s
- Act as a positive role model
- Act as a resource person to others in relation to clinical practice
- Participate in regular supervision.

6. Education/Research

- Participate in education opportunities
- Undertake own planned professional development through various forms of continuing education
- Support and contribute to quality improvement and research projects within area of practice

All staff are expected to:

- Demonstrate an understanding of MCM policies and procedures
- Participate in MCM quality improvement activities
- Maintain a professional appearance
- Ensure familiarity and compliance with Occupational Health and Safety requirements

Undertake projects and duties as directed by the Nursing Operations Manager

Generic and Compliance Responsibilities

- Work as a constructive team member, including building and maintaining positive interpersonal relationships.
- Apply the Organisational Commitments and Requirements (detailed below), including Child Safety and Safety of Vulnerable People, Workplace Health and Safety, Operational Accountability, Diversity, Equity of Access and Inclusion, and Position Description Maintenance.
- If approved to work from home, comply with all the requirements in the MCM Working from Home Workstation Self-assessment Checklist.
- Demonstrate MCM's Values (detailed below).
- Ensure services are delivered within the framework of MCM's policies and procedures, legislative requirements, relevant service standards, and MCM's Code of Conduct, and MCM's Values.
- Comply with all aspects of MCM's Cybersecurity strategy and associated procedures, guidelines and required professional standards and practices.
- Comply with MCM's Employment Safety Screening Procedure.
- Perform other duties and responsibilities within the scope of the employee's skills, competence and training as directed by a person in any more senior role within MCM.

KEY SELECTION CRITERIA

Essential Criteria

- Registered Nurse Division 1 with current certification from the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum 4 years' postgraduate work experience
- Postgraduate qualifications in palliative care and/or oncology, or working towards
- Demonstrated high level of skill in clinical decision-making
- Competence with electronic client records and well-developed computer skills
- Excellent written and verbal communication and negotiation skills
- Sensitivity to people living with a terminal condition and those who are dying or bereaved
- Ability to work independently with minimal supervision
- Ability to work collaboratively within an interdisciplinary team setting
- Excellent time management and organisational skills
- Able to participate in an on-call roster, as required

Essential Safety Screening Requirements:

- Proof of Identity Check
- National Police check
- International Police check
- Current Victorian Working with Children Check (Employee)

- AHPRA Registration
- Current Victorian Drivers Licence
- Right to work in Australia

Desirable:

- Nursing experience in a community setting
- Demonstrated knowledge of aged care and/or chronic illness

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples include:

Internal Relationships

- Work collaboratively and promote effective relationships with all members of the interdisciplinary team including staff and volunteers.

External Relationships

- Work with clients, carers and families.
- Collaborate with, support, advise and educate external providers as required
- Promote effective relationships with general practitioners, palliative care consultancy teams and palliative care units.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together

We are inclusive and accepting of difference

We work in highly effective teams and our people are connected across our organisation

We engage proactively with others to deliver outcomes

Courageous

We speak up constructively in line with our convictions

We pursue our goals with determination

We are passionate about our advocacy role

Curious

We are inquisitive and ask why

We challenge the status quo

We actively explore the alternatives

Open

We are transparent and have genuine, honest interactions

We listen and hear people's voices

We value and respect the autonomy of clients

We trust one another

Accountable

We act safely in all our interactions

We manage within our financial and resource boundaries

We own our outcomes and decisions

We are proud of the work that we do

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Child Safety & Safety of Vulnerable People

MCM is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. MCM is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:

- Comply with the Child Safe Standards at all times.
- Maintain a safe environment in which children and vulnerable people are safe at all times.
- Actively prevent, and immediately report to MCM, any violence, abuse or neglect of any child or vulnerable person.

Workplace Health & Safety

MCM's has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, MCM adheres to Occupational Health & Safety regulations. All employees must:

- Comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee's acts or omissions in the workplace.
- Immediately report to MCM any hazards or incidents.

Code of Conduct and Operational Accountability

MCM is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:

- Operate within the requirements of MCM's accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.

Position Description Maintenance

Position Descriptions change over time, due to a wide range of organisational, technological, financial, geographical, service, systemic, legal, and individual factors. All employees must:

- Maintain position description currency by communicating, discussing and documenting necessary changes, and considering consistencies and relativities with other like-positions.
- Ensure compliance with position description, management of change, and consultation requirements in the relevant Awards and Enterprise Agreements.
- Use correct processes to apply for changes related to individual circumstances, for example, reasonable adjustments for disability, flexible working arrangements for care responsibilities, rehabilitation to work following injury, ill health or medical procedure, or transition to retirement.