



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Mount St Bernard College, Herberton College Nurse

Part Time Continuing Position - 7.6 hours per week

Commencing: March 2016

Applications Close: Friday 19 February 2016

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education
- Current Registration with The Nursing and Midwifery Board of Australia
- Be eligible for or hold a Current Working with Children Blue Card

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which includes:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Queensland College of Teachers
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

Submit To: Mr David Osborne
Business Manager
Mount St Bernard College
15 Broadway
HERBERTON QLD 4887
Ph: (07) 4096 1444
Fax: (07) 4096 2509
Email: dosborne@msb.qld.edu.au

You will receive confirmation of receipt of your application.



Employment Application Form

Position Applied For:

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other

Surname:

Given Names:

Preferred Name:

Residential Address: Post Code:

Postal Address: As Above Post Code:

Home Phone: Mobile:

Email:

Religion:

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list three referees, including a manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church representative/ Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Referee 2 (Employer)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

Referee 3 (Church Representative)

Referee 4 (Other Professional)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

PRE-EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be requested to complete a Pre-Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature.

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

Catholic Education Services Website

Teachers on Net Website

The Catholic Leader

Newspaper: Please specify:

Other: Please Specify:



COLLEGE:	Mount St Bernard College Herberton
POSITION TITLE:	College Nurse
REPORTS TO:	Principal and Head of Boarding
AUTHORISATION:	Executive Director



1. CATHOLIC EDUCATION SERVICES

Catholic Education Services within the Diocese of Cairns comprises a group of twenty-six schools. There are nineteen primary schools, one Prep to Year 12 College, and six secondary Colleges.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic education;
- Support of schools by providing services that strengthen school capacity;
- Provision of leadership and forward planning to develop organisational capability;
- Distribution to schools of government allocated funds and their accountability;
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

2. PURPOSE OF ROLE

Mount St Bernard College is a secondary college that has approximately 200 students with a combination of boarders and day students.

The position of School Nurse is an important and valued position in the school. As a member of the team of teachers and school officers, the School Nurse, contributes to and is involved in the development of the school and its Catholic ethos.

A significant factor in success in this role is working in a team environment with other staff. This includes clear and concise communication, understanding and willingness to work and ability to contribute to team discussions and meetings.

This position requires the incumbent to work unsupervised at times and to meet deadlines which regularly occur within a busy environment. Confidentiality is required given the nature of the role.

3. PRIMARY DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

Consultation:

- Provide an effective primary nursing role and ensure appropriate and timely first aid treatment for students during term time;
- Provide health advice regarding the management of student health needs to staff as applicable;
- Administer Schedule 2 and 3 (non-prescription) medications;
- Administer medication to students which is supplied by parents/guardians;
- Contact and refer to other medical and health practitioners, where needed;
- Consult with parents/guardians regarding illness/injury related matters;
- Ensure that staff are up to date in relation to medical alerts/medical data, particularly in relation to Anaphylaxis and Asthma management and communication plans;
- Coordinate the immunisation program for students and staff;
- Be responsible for the regular review of Head Lice in the Junior School.

Communication:

- Communicate with parents or guardians regarding illness/injury related matters;
- Communicate with the Principal, Boarding Manager, Assistant Principal, and School Counsellors on the health and welfare of children/students as required;
- Communicate with the First Aiders as appropriate;

Medical Records:

- Maintain well documented health records on all students including medical history, incidents and treatment reporting;
- Ensure medical management plans (including risk minimisation plans) for students with anaphylaxis, asthma, diabetes and other serious medical conditions are updated regularly and communicated to relevant staff;
- Review student medical forms, prepare and communicate medical information (for students attending camps and excursions) for teachers;
- Report and document major incidents;
- Provide activity/statistics reports to the Principal at the end of each Term which covers:
 - Average number of daily attendances
 - Transfers to hospital
 - Emergencies
 - Number of major incidents
 - Number of sporting injuries in particular sports
 - Ideas for improvement for the role and provision of service to students

Medical Supplies:

- Manage the administration, stock control and ordering of supplies within budget for the work area;
- Maintain School First Aid kit requirements;
- Ensure the work area is kept tidy and well maintained.

Occupational Health and Safety:

- Share the administration of the School's Occupational Health and workplace incident reporting, rehabilitation programs and documentation;
- Maintain a register of incident and regularly report to the Occupational Health and Safety committee;
- Participate as a member of the School's Occupational Health and Safety committee
- Adhere to Work Health and Safety principles and raise any issues as they arise with the Head of Boarding.

Education

- Undertake Anaphylaxis update for staff members at least twice a year;
- Where necessary, provide health information presentations to members of staff on health matters related to students, such as diabetes;
- Provide health promotion presentations to students as requested.

Professional Practice

- Demonstrates a comprehensive knowledge of school nursing incorporating child and adolescent health and development;
- Practices within a professional and ethical nursing framework;
- Practices in accordance with legislation related to school nursing practice and child and adolescent healthcare;
- Advocates for and protects the rights of children and young people;
- Effectively manages available resources.
- Other duties as required from time to time by the Principal and Head of Boarding

4. MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Current registration with The Nursing and Midwifery Board of Australia and have a strong commitment to quality holistic health care.
- Current Working With Children Suitability Card or eligibility
- Proficiency in the use of Microsoft Office 2007
- Senior First Aid Certificate
- Willingness to undertake on-going professional development
- LR driver's licence is highly desirable (or willingness to obtain one)
- An open and genuine communication style
- A respectful and positive attitude toward others

5. ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic education context and an appreciation for Catholic Education issues
- The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: <http://www.ccypcg.qld.gov.au>

Please Note: It is an offence for a disqualified person to sign a blue card application. Penalties of up to five years imprisonment or a fine of up to \$50,000 may apply

- Confirmation of employment is conditional upon the preferred applicant being issued with a suitability card from the Commission for Children and Young People
- A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles