



BALLARAT
HOSPICE
CARE INC.
Home Based Palliative Care

Position title	Specialist Palliative Care Nurse - Grade 3
Work location	1836 Sturt Street, Alfredton
Employment type	Ongoing, Casual or part-time (subject to appointment)
Duration	Permanent
Position reports to	Operations Manager
Date approved	August 2026

Who we are

Ballarat Hospice Care Inc. (BHCI) is a specialist, home-based palliative care service supporting people living with life-limiting illness, along with their families and carers, in their place of residence. We are committed to delivering compassionate, person-centred care that enables individuals to remain in their place of choice, surrounded by those important to them.

Our interdisciplinary team includes specialist palliative care clinicians, supportive care advisors, trained volunteers, and administrative staff. We work in partnership with general practitioners, specialists, hospitals, and community services to provide coordinated, high-quality care. Our holistic approach addresses physical, emotional, social, and spiritual support, including in-home specialist palliative care nursing, symptom management, 24-hour support, equipment loan, support for carers and families, and education.

We support people living in Hepburn Shire, Ballarat, northern Golden Plains and western Moorabool, with holistic care that includes bereavement support for up to 13 months.

BHCI is an inclusive organisation accredited under QIP and Rainbow Tick standards, committed to quality, safety, learning, research and flexible work practices.

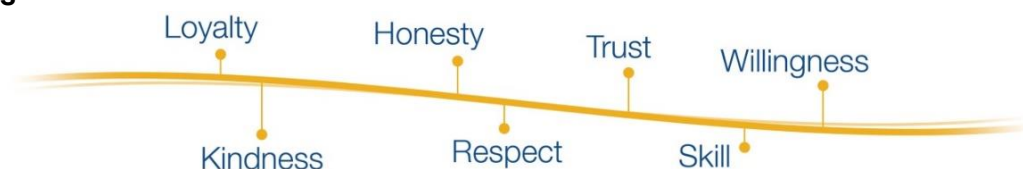
Vision

To offer our community a specialist palliative care service focused on end-of-life issues and care.

Mission

Using a skilled interdisciplinary team approach, to facilitate with compassion, the provision of home-based, holistic palliative care to anyone facing end-of-life issues.

Values



Our philosophy

- The care of patients must acknowledge the whole person in their social context.
- Grief, loss and death are part of life.
- Suffering can be alleviated by providing support relevant to patients and carers, which reflects their choices.
- All patients and carers are entitled to open, honest communication, which respects choices and autonomy.
- Caring for ourselves and each other enables us to care for others.
- Bereavement support is an essential element in caring for people after a significant loss.

Position Purpose

To demonstrate highly skilled leadership and clinical expertise in the provision of community-based holistic palliative care.

Scope

- To provide specialist palliative care to patients and their carers who are facing end-of-life issues
- To work effectively as a member of the multidisciplinary team across a 7-day roster
- To mentor less experienced staff and to be involved in the provision of education to carers, clinicians and the wider community (applicable to Gr 4 Yr 1 plus)
- The Nursing and Midwifery Board of Australia (NMBA) - The Code of conduct for nurses (the code) sets out the legal requirements, professional behaviour and conduct expectations for nurses in all practice settings, in Australia.
<https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/professional-standards.aspx>

Key Responsibilities

1. Demonstrate and uphold the values of BHCI through professional attributes and behaviours
2. Demonstrate cultural appropriateness
3. To conduct clinical nursing assessment, care planning and evaluation; screening for psycho-social and spiritual issues
4. Effective planning and delivery of quality palliative care for patients / carers, through a managed care system
5. Effective and comprehensive communication / clinical handover to the rest of the healthcare team regarding the patient / carer needs
6. Demonstrate effective and efficient time management practices to support a scheduled daily workload

Key Responsibility 1

Demonstrate and uphold the values of BHCI through professional attributes and behaviours

- To embrace the mission, values and philosophy of BHCI and use these principles as the basis of work practice
- Proactively contribute to professional attributes and behaviours (please see over)
- Ensures the provision of service complies with the policies and procedures of BHCI
- Effective and efficient management of own workload to include opportunities for research and quality improvement

Key Responsibility 2

Demonstrate cultural appropriateness and respect for diversity

- Demonstrate a positive regard for diverse cultures, genders, sexual orientation and person-centred care
- Respond to all people in a non-judgmental, inclusive and supportive manner
- Demonstrate awareness of the relationship between culture, diversity, health beliefs, and health seeking behaviours
- Participate in education specific to cultural diversity, cultural safety, LGBTQIA+ inclusivity and the inclusion of minority groups regardless of how they identify.

Key Responsibility 3

To conduct clinical nursing assessment, care planning and evaluation; screening for psycho-social and spiritual issues.

- Utilise comprehensive assessment skills, to undertake a holistic assessment of the health status of the patient, based on interview, observation, carer interview and consideration of other reports, referral information and other relevant data

- Identify key symptoms of distress at time of initial assessment and involve patient and carer in management of care needs
- Assess individual nursing needs and the carers ability to provide care at home
- Screens for patient and families emotional and spiritual needs focusing on strengths and challenges, social supports, financial and legal concerns using validated tools (within PalCare)
- Accurate documentation utilising BHCI information management system (PalCare) to document all care interventions and to meet legal and regulatory requirements

Key Responsibility 4

Effective planning and delivery of quality palliative care for patients / carers, through a managed care system

- Works collaboratively in managing workload of the multidisciplinary team
- Comprehensive ongoing assessment and review is undertaken at each contact with patient and family
- Development of agreed goals and interventions as well as any other services to be involved in providing those interventions
- Development of agreed review times
- Evaluation and accurate documentation of review outcomes
- Appropriate utilisation of BHCI equipment or equipment on loan to patients registered with BHCI
- Entry of all contacts; direct or indirect into PalCare

Key Responsibility 5

Effective and comprehensive communication / clinical handover to the rest of the healthcare team regarding the patient / carer needs

- Involvement of patient and carer in all aspects of decision making in relation to their needs based on comprehensive and ongoing assessment and consent
- Communicate the patient / carer needs to the internal and external healthcare team using Clinical Handover guideline and with their consent
- Development and maintenance of a therapeutic and professional relationship with patients and carers
- Open and trusting relationship with BHCI staff and volunteers and with external services who partner with BHCI
- Excellent written and verbal communication and negotiation skills

Key Responsibility 6

Demonstrate effective and efficient management of own workload

- Reviews own work performance, identifies learning needs, and accesses opportunities for development
- Efficient and effective time management to complete all necessary tasks including documentation
- Efficient use of resources through team decision making process
- Participates in supporting internal and external committees

For all BHCI team members:

Occupational Health and Safety

- BHCI acknowledges its responsibility under the OHS Act 2004 and the OHS Regulations 2017 to eliminate risks to health and safety in the workplace as far as is practicable. The legislation also places a duty on all employees to take responsibility for their own and others health and safety, to cooperate with management in relation to training, policies and actions to better the working environment.
- As a team member you are expected to consistently undertake meaningful self-care and professional self-development throughout the year.

Privacy and Confidentiality

- Ensure that the business and affairs of BHCI, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required by law. Such confidentiality shall extend to the commercial and financial interests and activities of BHCI
- Agree to maintain strict confidentiality while employed by BHCI and at all times thereafter as to information regarding BHCI and client / customer data, operating procedures, client lists and financial information acquired by you during the course of your employment. At no time must information related to patient/ family or staff member be discussed with anyone other than the relevant staff member and/or professional providing care or service.
- Awareness of the implications of the Australian Privacy Principles (Privacy Act 1988 (Cth)), Information Privacy Principles (The Privacy and Data Protection Act 2014 (Vic)) and Health Privacy Principles (Health Records Act 2001 (Vic)).

Professional Attributes and Behaviours:

Teamwork

- Committed to sustaining a positive and trusting team culture.
- Proactive contributor to the work of the team and contribute towards an interdisciplinary approach to care.
- Willing to work collaboratively and share information with colleagues.
- Open and honest communication with all team members.
- Willing to work with team members to achieve positive outcomes.
- Willing to develop new skills and knowledge rapidly.

Motivation

- Demonstrates a confident, optimistic and proactive mindset.
- Takes ownership of own position and actively considers the consequences of their actions and the decisions they make.
- Demonstrates commitment to the team & is willing to share responsibility for the team's goals and objectives.

Integrity

- Demonstrates ongoing commitment to the Vision and Mission of BHCI.
- Preparedness to consistently undertake work in a manner which is in line with the organisation's values of loyalty, honesty, trust, skill, kindness, respect and willingness.
- Treating the workplace environment, other staff and contractors with respect.
- Dealing with confidential and sensitive information in a professional manner.

Workplace Responsibilities

- BHCI acknowledges that its staff and volunteers have legislative responsibilities in relation to workplace rights which include but not limited to discrimination, victimisation, bullying and harassment including sexual harassment, equal opportunity, disability, family violence and/or abuse, and children, parents and carers.
- All staff and volunteers work within a Risk Management Culture and report adverse events, near misses and incidents as they are identified or arise.

Key Selection Criteria

1. Significant understanding of, and demonstrated commitment and energy for, the objectives and values of BHCI
2. Demonstrated strong values driven leadership with commitment to reflective practice and ongoing professional development
3. High level of nursing skills and inter-personal and communication skills with the commitment to the delivery of quality person centred care with the ability to work through complex clinical issues based on the principles of palliative and end of life care
4. Willingness to lead quality improvement and research initiatives to enhance patient and family care
5. Commitment to flexibility and innovation with the ability to work independently with minimal supervision and with a high level of organisational and time management skills
6. Demonstration of excellent written and verbal communication through the sound documentation of person-centred care plans; IT skills

Qualifications and Experience

A combination (or equivalent) of the following:

- Registered Nurse Div.1 registered with AHPRA with 5 years' experience
- Postgraduate qualification in relevant health discipline
- Experience in and a passion for palliative care

Desired:

- Postgraduate qualification in palliative care or working towards same within an agreed timeframe

Also required

- Current Police Check
- Current Working with Children Check
- Current Driver's Licence
- Vaccination – influenza (annually), COVID-19 boosters as appropriate

Other relevant information:

- Remuneration and employment conditions are dependent on the applicable award.
- You may be required to undertake other projects and duties as directed by the CEO.
- The CEO may amend this position description if required. Any changes will be made in consultation with the affected employee(s).
- You are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment.
- Appointment is subject to a three-month probationary period from the date of commencement. A performance review will occur after three months and annually thereafter, considering the key roles, responsibilities, and required personal and professional attributes outlined in this position description. The review will also provide an opportunity to clarify the role, revise key performance activities and measures, and set development objectives and goals for the year ahead.

Employee Signature _____ **Date** _____

CEO Signature _____ **Date** _____