

## POSITION DESCRIPTION:



VICTORIAN CONTINENCE RESOURCE CENTRE

**JOB TITLE:** Continence Nurse Consultant  
**TENURE:** up to 30 hours per week, part time  
**LOCATION:** 16 Martin Street Heidelberg 3084  
**REPORTS TO:** Executive Officer - Victorian Continence Resource Centre

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### **Our Vision:**

Speaking up for Continence Health

### **Our Mission:**

Awareness, Prevention and Treatment

### **Our Organisational Values:**

We encourage collaboration, respect and dignity in the workplace to create a sense of empowerment for our people to use their knowledge, skills and experience to provide the best possible advice to Clients, Carers and Health Professionals.

- **Collaboration**
- **Respect**
- **Empowerment**
- **Dignity**
- **Service**

### **Our Core Functions:**

- Provision of information and professional advice to consumers, carers and health professionals seeking treatment and management options for incontinence related health issues via telephone and email.
- The VCRC deliver a private multi-disciplinary continence assessment and management service for people wishing to seek continence nursing or physiotherapy privately. The VCRC are NDIS service providers and provide continence assessment services to NDIS participants.
- The VCRC deliver free consumer education to the Victorian community regarding the issues of incontinence and self-management strategies.
- The VCRC deliver professional development education programs to health and community workers across a range of incontinence topics.
- The VCRC develop and provide a variety of continence information resources.

VCRC is funded through the Victorian Department Health and Human Services (DHHS) – Home and Community Care Program under 65's

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Advice Line: 1300 220 871  
[www.continencevictoria.org.au](http://www.continencevictoria.org.au)  
ABN:85 598 926 929

Continence Foundation of Australia Victorian Branch



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## KEY SELECTION CRITERIA

### KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- Current APHRA registration - Registered Nurse with Continence
- Qualifications and/ or Professional Experience in Continence Management.
- Competent computer skills – Microsoft Office Suite (Word, PowerPoint, Excel, Outlook).
- Familiar with a variety of social media platforms.
- Current driver licence.
- Current police and working with children check or willing to obtain

### PREFERABLE

- Previous continence experience working across multiple age groups within the primary and/or community health sector.
- Current Certificate IV in Workplace Assessment and Training.
- Experience in the delivery of education programs to community groups and health professionals.
- Experience working with children and/or adults with additional needs

### PERSONAL QUALITIES & ATTRIBUTES

- Motivated, self-starter with the agility to work towards the needs of the organisation.
- Able to work independently and as part of a small team.
- Able to liaise, establish and maintain sustainable working relationships with stakeholder and consumer groups.
- Excellent written and verbal communication skills.
- Energetic, organised and flexible, able to prioritise workload and work well under pressure.
- Able to meet strict timeframes and deliverables.

### KEY RELATIONSHIPS

- Executive Officer - Continence Foundation of Australia Victoria State Branch  
Victorian Continence Resource Centre

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**KEY ACCOUNTBILITIES**

Performance Areas	Key Performance Activities
<p><b>1. VCRC Bladder Bowel Clinic</b></p>	<p>Conduct professional continence assessment and management consultations as scheduled either within the VCRC clinic, home visit or via telehealth.</p> <p>Document and maintain appropriate patient file notes and write formal continence reports for circulation to appropriate key contacts with client consent.</p> <p>Complete NDIS/SWEP/CAPS application and product prescription forms including clinical justification documentation as required.</p> <p>Organise sample product orders as required</p> <p>Liaise and maintain partnerships with key stakeholder groups such as NDIS Local Area Coordinators (LAC), Support Coordinators, NDIS planners and SWEP representatives</p>
<p><b>2. VCRC Advice Service</b></p>	<p>Provision of information and professional advice to consumers, carers and health professionals seeking treatment and management options for incontinence related health issues via telephone and email.</p> <p>Advice about continence products including provision, availability, suitability, quality, sources of supply and direct consumers to continence and community support services within Victoria as appropriate.</p> <p>Organise sample product orders as required</p> <p>Develop, liaise and maintain partnerships on continence related issues with all relevant stakeholder groups.</p>
<p><b>3. Education and Health Promotion</b></p>	<p>Participate in education programs to consumer groups, health and community service workers and professional development relating to incontinence associated problems.</p> <p>Participate in out of hours' education programs as required</p> <p>Attend relevant expos and participate in world continence week and health promotion programs that promote continence.</p>



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<b>4. Resource Development and Marketing VCRC</b>	Identify gaps in resource provision and contribute innovative ideas for resource development and marketing that have a multimedia application. Actively participate in the marketing of the VCRC band wherever a VCRC service is being delivered
<b>5. Continuing Professional development (CPD) 20 CPD hours each year to maintain APHRA registration</b>	Monitor and incorporate current trends of best practice in relation to bladder and bowel control problems into Attend and participate in relevant professional development activities. Participate in annual performance review
<b>6. General Administration</b>	Attend and contribute to regular VCRC staff meetings. If unable to attend read the minutes of staff meetings. Provide a monthly report to the Executive Officer of VCRC. Participate in annual strategic and operational planning meetings for the VCRC and CFA Victoria. Participate in the planning and execution of CFA Vic /VCRC State Conference activities on an annual basis.

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