

Austin Health Position Description



Position Title: Brain Tumour Support Officer

Classification:	Allied Health Professional (Grade 2) Registered Nurse
Business Unit/ Department:	Cancer Services
Work location:	Olivia Newton-John Cancer & Wellness Centre
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2025
Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Employment Type:	Fixed-Term Part-Time
Hours per week:	8 hours - 1 day
Reports to:	Divisional Manager, Cancer Services Operations Manager, Wellness and Supportive Care
Direct Reports:	Nil
Financial management:	Internal budget
Date:	March 2025

About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the

Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The Brain Tumour Support Officer role provides targeted individual care coordination, support and information for primary brain tumour patients and their families throughout the trajectory of the illness, from diagnosis through to referral for palliative care services. This position facilitates targeted support groups and education programs for brain tumour patients and families as part of the Wellness and Supportive Care Services.

About Cancer Services and Wellness and Supportive Care

Cancer Services

Austin Health is one of the largest cancer service providers in Victoria. A complete range of services are delivered to patients and their families, including medical oncology, clinical haematology, radiation oncology (Austin Health and BHS), cancer genetics, palliative care, wellness and supportive care programs, an active volunteer program and specialist cancer surgery (managed via a separate CSU). These are all provided in an environment that integrates research, teaching and training.

All Austin Health metropolitan-based Cancer Services are now delivered within the Olivia Newton-John Cancer, Wellness & Research Centre (ONJ Centre) at the Austin Hospital. This state-of-the-art facility provides a new model of individualised cancer care for patients and their families.

Clinical Services are provided in a range of inpatient and ambulatory settings. Inpatient services include an acute oncology/clinical haematology ward, an oncology/surgical oncology ward and a palliative care ward. Ambulatory services include Radiation Oncology, Day Oncology, Apheresis, and multidisciplinary cancer clinics.

Wellness and Supportive Care, Cancer Services

The integrated model of multidisciplinary care within Cancer Services relies on a dynamic, appropriately qualified and skilled team to support patients undergoing care in both the Inpatient and Ambulatory settings, with a key focus on Integrated Wellness and Supportive Care.

Brain Tumour Support Service

This outpatient service is a specialised support program developed to support and resource patients and families diagnosed with primary brain tumours. This unique service follows the patient from initial diagnosis through to referral to palliative care, using the key priorities of targeted support, timely information, resource building and acknowledgement. The Brain Tumour Support Service forms part of the Wellness and Supportive care team at the ONJ Centre and has a close working relationship with the neuro-oncology treating team.

Purpose and Accountabilities

Role Specific:

- Practices within scope of practice in accordance with legislation and Austin Health policies and procedures for Allied Health and Nursing.
- Practices within a professional framework in accordance with the policies of the organisation.
- Provides excellent, patient centred, evidence-based clinical assessment and intervention of oncology patients and carers in both group and individual sessions.
- Understands and is able to practice interdisciplinary care.
- Ongoing assessment of the supportive care needs for people with primary brain tumours, and their carers
- Provide supportive care to people with primary brain tumours and their carers, liaise with team members of the multidisciplinary team, and initiate referrals to internal and external services.
- Create and distribute monthly communication/newsletter to Brain Tumour Support Service users.
- Facilitate the monthly brain tumour support group and education/information sessions for people with primary brain tumours and their carers.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct

People Management Roles:

- Ensure clear accountability for quality and safety within the department.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with the core education, training and development policy.

Selection Criteria

Essential Knowledge and skills:

- To be a registered nurse or allied health professional with the appropriate registration board (i.e., AHPRA) or relevant professional body.

- At least three years clinical experience in oncology or the neurology area.
- Demonstrated interest in, and knowledge of, the diagnosis, treatment, and support of brain tumour patients.
- Demonstrated understanding and experience of health, disability and adjustment issues for brain tumour patients, their carers and families, including the associated lifestyle disruption, survivorship issues, and end of life care.
- Demonstrated experience with documentation procedures for the National Disability Insurance Scheme or My Aged Care packages.
- Demonstrated highly developed verbal and written skills relevant to service delivery with a broad/diverse range of people.
- Demonstrated sound interpersonal skills.
- Demonstrated interest and skills in group facilitation.
- Demonstrated ability to work as part of a team, including the ability to work flexibly and collaboratively across a number of teams.
- Ability to work collaboratively with staff, team members, patients, and relevant others.
- Ability to demonstrate effective and appropriate communication skills.
- Sound organisational ability in time and workload management.
- Opportunities for higher duties and/or additional hours intermittently throughout contract period.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	

Date	
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