

# POSITION DESCRIPTION

## MATERNAL & CHILD HEALTH NURSE

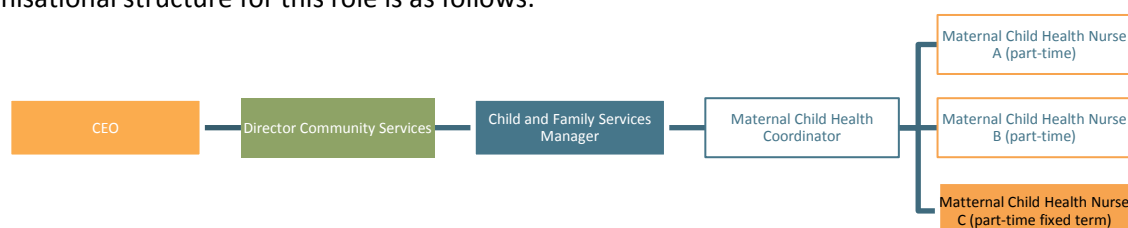
<b>Position Number:</b>	613102
<b>Directorate:</b>	Community Services
<b>Department:</b>	Child and Family Services
<b>Location:</b>	Bannockburn/various locations Golden Plains Shire
<b>Employment status:</b>	Permanent part time
<b>Classification:</b>	M&CH Nurses - Golden Plains Shire Council Enterprise Bargaining Agreement No: 8 2017
<b>Date:</b>	June 2019

## POSITION OBJECTIVES

- Provide a flexible Maternal and Child Health service which maximises the health and wellbeing, learning and development outcomes for all children from birth to 6 years of age and their families.
- Deliver high quality, evidence based practice under the guidelines of the key Ages and Stages framework.
- Participate in the Maternal and Child Health Service in a manner which ensures high standards of customer service delivery in response to community needs and expectations.

## ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



<b>Reports to:</b>	Maternal and Child Health Service Coordinator
<b>Directly Supervises:</b>	Maternal and Child Health students
<b>Internal Liaisons:</b>	Maternal & Child Health Service Coordinator and Nurses, Children's Services Development Officer M&CH, Community Services Staff, Early Years staff and other Council Staff
<b>External Liaisons:</b>	Counterparts at other Councils, government departments, VECI, job applicants, training providers, other consultants.

## KEY RESPONSIBILITIES AND DUTIES

### Duties of the Position

- Provide evidenced based assessments for each of the 10 Key Ages and Stages consultations with emphasis on health promotion and wellbeing.
- Provide information, support, advice and appropriate referrals relating to the wellbeing of both parents and children
- Provide a focus on prevention, early detection and intervention of the health and wellbeing concerns of vulnerable infants, children and their families through an interdisciplinary and integrated service response.
- Provide an innovative approach to flexible service delivery that will encourage access and participation for all families in the community.
- Proactively participate in the Maternal and Child health service team, in the development and implementation of continuous improvements to the service.
- Manage accurate child development history records in a timely, detailed and confidential manner.
- Provide the Enhanced Maternal and Child Service.

### General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

### Corporate Responsibilities

- Liaise with the Maternal and Child Health Service Coordinator as to ways in which safety, effectiveness, quality and efficiency of the service can be improved.
- Promote excellence in customer service and in conjunction with the Unit Manager and Team Leader, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position provides specialist advice to clients and has input into the development of policy. Freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this position on individual clients may be significant but it is usually subject to appeal or review by the Maternal and Child Health Service Coordinator.

## JUDGEMENT AND DECISION MAKING

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

## SPECIALIST SKILLS AND KNOWLEDGE

The position requires:

- Proficiency in applying the maternal and child health disciplines, including the underlying principles as distinct from practice.
- An understanding of the long term goals of the wider organisation, its values and aspirations and the legal and political context in which it operates.

## MANAGEMENT SKILLS

The position requires:

- Skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so far as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

## INTERPERSONAL SKILLS

The position requires the ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.

The officer shall have ability to liaise with their counterparts in other organisation to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisation problems.

## RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

### Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.

- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

## **Risk Management**

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

## **Records Management**

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

## **Community Engagement**

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

## **Equal Opportunity**

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

## Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

## OTHER REQUIREMENTS

- As part of your role, you will be working with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- Tasks within this role are occasionally required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- A satisfactory National Criminal History Check.

## QUALIFICATIONS AND EXPERIENCE

- Holds current General and Midwifery Nursing Registration with the Australian Health Practitioners Regulation Authority (AHPRA).
- Post Graduate Maternal and Child Health qualifications.
- Experience working as a Maternal & Child Health Nurse in both the Universal and Enhanced MCH Service and current knowledge in regard to the revised EMCH framework.
- Prior experience in services provision to rural communities is desirable.
- A current Victorian Driver's Licence is essential.
- Experience in mentoring MCH students.
- Experienced and competent in data management using IRIS and CDIS software.

## KEY SELECTION CRITERIA

- Qualification in Maternal and Child Health nursing and current registration with AHPRA of General and Midwifery Nursing.
- Experience in delivering both the Enhanced and Universal Maternal and Child Health Service including the required data collection and record management using CDIS and IRIS.
- Knowledge and understanding of the Key Ages and Stages Framework and Maternal and Child health program Standards and Guidelines
- Demonstrated customer service skills and the ability to develop a good rapport with parents and children. Awareness of the diverse social, cultural and religious backgrounds of children and families
- Ability to work flexibly and effectively as part of a team as well as independently and in multiple locations.
- Excellent communication, interpersonal and time management skills.
- Well-developed written and verbal communication.
- Competent administrative skills to enable accurate recording of Child records and statistical data using CDIS and IRIS.
- Experience, demonstrated ability and knowledge of referral pathways and networks with local and regional child and family services/ agencies.
- Ability to deliver a flexible and innovative Maternal and Child Health service.
- Experience and ability to mentor Maternal and Child health students
- Current Driver's Licence is essential.

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

## APPROVAL

<b>Prepared By:</b>	Caroline Desborough – Maternal and Child Health Service Coordinator
<b>Approved By:</b>	Heidi Preston – Child & Family Services Manager
<b>Reviewed By (P&amp;C):</b>	Carol Jungbauer – HR Advisor
<b>Date:</b>	June 2019
<b>Employee Acceptance:</b> (name and signature)	
<b>Date:</b>	

### PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.