

Melton City Council

# Maternal and Child Health Nurse – Sleep Settling Program

Position Description

PD: 00300

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Maternal and Child Health Nurse – Sleep Settling Program
Directorate	City Life
Service Unit/ Department	Maternal and Child Health
Position Classification	Maternal and Child Health Nurse Yr.4
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

## 2. Organisational relationships

Reports to	Team Leader MCH Programs
Supervises	Maternal and Child Health Students
Internal liaisons	<ul style="list-style-type: none"><li>• Maternal and Child Health team</li><li>• Families and Children Services</li><li>• Relevant Council Departments.</li></ul>
External liaisons	<ul style="list-style-type: none"><li>• Department of Health</li><li>• Municipal Association of Victoria</li><li>• Allied Health Professionals</li><li>• Relevant service providers</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each



employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

## 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

### 4. Position objectives

- Provide an evidence-informed Sleep Settling model of care
- Support vulnerable families by providing Sleep Settling outreach consultations

### 5. Key responsibility areas

- Deliver the Maternal and Child Health Sleep Settling Program within the guidelines and policies of the Department of Health and Human Services.
- Promote the physical, social, emotional and cognitive development of children through planned interventions and parent education information sessions, outreach consultations and individual and group discussion.
- Compliance with the Documentation Standards for Maternal and Child
- Collect and collate data as per Department of Health and Human Services Sleep Settling program guidelines.
- Advocate for parents, the community and the service as appropriate and within Councils policy framework
- Maintain professional expertise and conduct in accordance with relevant regulatory body.
- Liaise with other agencies for the purpose of referral.
- Ensure appropriate Occupational Health and Safety procedures are practised.

### 6. Accountability and extent of authority

- Deliver a high quality Maternal and Child Health Sleep Settling program to families that is consistent with the guidelines and standards set out by the Department of Health and Human Services (DHHS) and Municipal Association of Victoria (MAV).
- Practice in accordance with the professional codes, guidelines and standards that apply to their registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse and registered midwife.
- Identify and report suspected child abuse in accordance with legislative requirements.
- Ensure the supervisor is aware of any potential risks within the Maternal and Child Health Service.

### 7. Judgement and decision making

- Operate within the individual scope of practice as a Maternal and Child Health Nurse in accordance with the professional codes, guidelines and standards that apply to nurses and midwives registered with AHPRA.
- Make decisions on the day to day operation of the centre.
- Contribute and adhere to team decision making.



## 8. Specialist skills and knowledge

- Knowledge in child health and development and understanding of family functioning and the factors that contribute to child and family vulnerability.
- Knowledge of preventative health information.
- Skills in the delivery of group programs to families from diverse including CALD families, same-sex families, Aboriginal and Torres Strait Islander backgrounds families, families with disability, premature or unwell babies.
- An understanding of the early months of a newborn's life and the issues and concerns regarding sleep & settling for new parents.
- Demonstrated skills in accurate, objective and concise documentation.

## 9. Management skills

- Work independently as well as within a team.
- Negotiate and advocate on behalf of families.
- Sound organisational and time management skills to ensure that all administration and documentation requirements are initiated and completed in a timely manner.
- Manage own workload, set priorities, plan, organise and be flexible and responsive to changing work priorities
- In collaboration with Council, maintain a healthy safe environment for clients.

## 10. Interpersonal skills

- Well-developed interpersonal and communication skills with the capacity to interact effectively with a diverse range of families, communities, professionals and colleagues
- Work positively and actively as a team member and to contribute to the planning and development of the service.

## 11. Qualifications and experience

- Current registration with AHPRA as a Registered Nurse (Division 1) and Midwife, and able to satisfy the requirements to work as a Maternal and Child Health Nurse in Victoria.
- Demonstrated experience working as a Registered Nurse or midwife.
- Current valid Victorian Working with Children's Check.
- Experience with the use of CDIS IT program or a willingness to learn.
- Current valid Victorian Drivers licence.



## 12. Key Selection Criteria

1. Deliver a high quality Maternal and Child Health Sleep Settling Program to families that is consistent with the guidelines and standards set out by the Department of Health and Human Services (DHHS) and the Municipal Association of Victoria (MAV)
2. Current registration with AHPRA as a Registered Nurse (Division 1) and Midwife, and able to satisfy the requirements to work as a Maternal and Child Health nurse in Victoria.
3. Able to contribute and adhere to team decision making
4. Highly developed interpersonal skills and ability to identify deviations from normal and investigate appropriate early intervention
5. Well-developed interpersonal and communication skills with the capacity to interact effectively with a diverse range of families, communities, professionals and colleagues
6. Nurses are required to have their own private motor vehicle in order to carry out their role as a Maternal and Child Health nurse. A travel allowance will be applied in accordance with the Melton City Council Enterprise Agreement No. 10 2022 - 2026.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

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Director City Life

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Approved by Position Title

\_\_\_\_\_  
July 2023

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Incumbent's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

