

Melton City Council

Maternal and Child Health Nurse

Position Description

PD: 00307

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Maternal and Child Health Nurse
Directorate	City Life
Service Unit/ Department	Families and Children
Position Classification	Maternal and Child Health Nurse Yr 1, 2 or 3
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Maternal and Child Health Team Leader
Supervises	Maternal and Child Health Students
Internal liaisons	<ul style="list-style-type: none">All other relevant Council Departments
External liaisons	<ul style="list-style-type: none">Relevant health professionals, other service providers and DHHS

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 a child centred, family focused primary health care service that optimises the health and development of children 0 – 6 years and supports families to be confident and capable in their decision making related to their children
- Deliver the maternal and child health program within the guidelines and policies of the Department of Health and Human Services

5. Key responsibility areas

- Assess the physical, emotional, intellectual, social and environmental health and wellbeing of individual children and their families.
- Provide support and guidance, information and intervention to families through individual and group discussion.
- Conduct or participate in the planning and delivery of Parent groups where required.
- Advocate for parents, the community and the service as appropriate and within Councils policy framework.
- Liaise with other agencies for the purpose of referral
- Ensure appropriate Occupational Health and Safety procedures are practised.
- Maintain professional expertise and conduct in accordance with relevant regulatory body and legislation.

6. Accountability and extent of authority

- Deliver a high quality Maternal and Child Health nursing service to families that is consistent with the guidelines and standards set out by the Department of Health and Safer Care Victoria 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

- Highly developed clinical skills and ability to identify deviations from normal and instigate appropriate early intervention.
- Demonstrated skills in accurate, objective and concise documentation.
- Knowledge and ability to seek out information and make referrals to other support agencies.
- Thorough understanding of reproductive health.



9. Management skills

- Manage time, set priorities, plan and organise.
- Attend to the day to day management of a Maternal and Child Health centre.
- 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.
- Experience with the use of CDIS IT program or a willingness to learn.
- Must have a current valid Victorian Drivers licence

12. Key Selection Criteria

1. Deliver a high quality Maternal and Child Health nursing service to families that is consistent with the guidelines and standards set out by the Department of Health and Safer Care Victoria 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.9 2019.

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

Maternal Child Health
Coordinator

February 2023

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

