

# Maternal and Child Health Nurse

## Position Description



<b>Position number:</b>	0693
<b>Classification:</b>	MCHUNI
<b>EA:</b>	Moreland City Council Enterprise Agreement LAWA
<b>Directorate:</b>	Community
<b>Branch:</b>	Early Years and Youth
<b>Unit:</b>	Maternal & Child Health and immunisation
<b>Reports to:</b>	Coordinator MCH
<b>Supervises:</b>	N/A
<b>Approved by:</b>	Unit Manager Maternal and Child Health and Immunisation

### Organisational vision:

**One team, brave and diverse, making a difference**

### Organisational values:



**With the community at the heart, this is our promise:**



## Position objectives

The Maternal Child Health (MCH) nurse will work with all families to optimise the health, wellbeing, safety, learning and development of children and their families, from birth to school age so that they can live a life they value.

The MCH Service is underpinned by 10 guiding principles. The first principle, 'Child, maternal and family-centred practice', places the child, mother and family as the central focus of the service. The remaining supporting principles encompass the child, mother and family, support father-inclusive practice, and promote holistic, responsive and accountable care.

## Key responsibility areas

- Work collaboratively with families to ensure timely contact post birth, provide home visits, Key Ages and Stages consultations, New Parents Groups, additional consultations, and other health related activities.
- Engage with families with children from birth to school age, identify their strengths and vulnerabilities, and provide timely contact and ongoing primary health care in order to improve their health, wellbeing, safety, learning and development.
- Promote the health, wellbeing, safety, learning and developmental outcomes for children and their families, providing a holistic approach to the physical, emotional and social factors affecting families in contemporary communities.
- Ensure work is undertaken with a safety first approach. Assessing own and others safety on a daily basis.
- Effectively share information under Child Information Sharing Scheme (CISS) consistent with promotion of wellbeing and safety of a child.
- Effectively share information using Family Violence Information Sharing Scheme (FVISS) to assess or manage the risks of family violence.
- Keep accurate and timely clinical notes.

## Employee competencies and accountabilities

### Competencies

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

## Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business and clinical activities are maintained and stored in CDIS and where appropriate Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

## Other Duties:

- Required to undertake other duties as directed.

## Organisational Relationships

Internal Relationships	<ul style="list-style-type: none"><li>• Maternal &amp; Child Health nurses</li><li>• Children's Services</li><li>• Youth Services</li><li>• Social Policy</li><li>• Building Maintenance</li><li>• Other relevant Council staff</li></ul>
External Relationships	<ul style="list-style-type: none"><li>• Other local Councils</li><li>• Community Health Centre</li><li>• Government Departments</li><li>• Hospitals</li><li>• Residents &amp; Service Users</li><li>• General practitioners</li><li>• Specialist service providers and agencies</li></ul>

## **Job characteristics relevant to the position**

### **1. Accountability and Extent of Authority:**

- The MCH nurse is engaged in Maternal Child Health work that is consistent with the Merri-bek approach, professional standards and service guidelines.
- The MCH nurse is responsible for clinical decision making.
- The MCH nurse seeks secondary consultation with peers, Coordinators or other professionals to ensure a high standard of work.
- Manages time and resources with guidance from Coordinators.

### **2. Judgement and Decision Making:**

- Ability to assess family health, mental health, and relationships.
- Provide appropriate anticipatory guidance and initiate referrals.
- Awareness of the factors contributing to family violence and working knowledge of FVII and CISS.

### **3. Specialist Knowledge and Skills:**

- Skills in infant and children's health, development, behaviour, and family relationships
- Demonstrated understanding of Child Safety and Wellbeing responsibilities and their application to the role.
- Understanding of Council's policies, procedures, and guidelines
- Understanding of Child Protection mandatory reporting obligations
- Competent to use interpreters
- Experience using the Child Development Information System (CDIS) computer program is desirable.
- Proficiency in the use of Microsoft Office

### **4. Management skills:**

- Ability to plan and organise own work independently.
- Ability to identify and articulate elements of complex situations
- Ability to time manage and achieve set goals and timelines
- Ability to collaborate effectively to provide team based care
- Commitment to achievement and client focus

### **5. Interpersonal Skills:**

- High level of communication skills, written and oral
- Ability to work as part of a team
- Ability to gain the cooperation, trust and assistance of parents using the service
- A flexible and adaptable approach to a changing environment.

### **6. Qualifications and Experience:**

- Current registration with AHPRA - Division 1 Nursing and Midwifery and accredited post-graduate or recognised qualification in Maternal and Child Health nursing (or pre 1998 equivalent).
- Demonstrated knowledge of child health, development and behaviour.
- Knowledge and skills in supporting parents.
- Knowledge and experience in identifying family violence

## **7. Physical Requirements of the position**

## TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

## TASK ANALYSIS

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	( )	✓
-below 10kgs	( )	( )	✓	
Manual handling frequency	( )	( )	✓	( )
Repetitive manual work	( )	✓	( )	( )
Repetitive bending/twisting	( )	✓	( )	( )
Working with arms above head	( )	( )	( )	✓
Lifting above shoulder height	( )	( )	( )	✓
Using hand tools – vibration/powerful	( )	( )	( )	✓
Operating precision machinery	( )	( )	( )	✓
Close inspection work	( )	( )	( )	✓
Wearing hearing protection	( )	( )	( )	✓
Wearing eye protection	( )	( )	✓	( )
Working in dusty conditions	( )	( )	( )	✓
Working in wet/slippery conditions	( )	( )	( )	✓
Wearing Gumboots	( )	( )	( )	✓
Wearing safety shoes/boots (steel cap)	( )	( )	( )	✓
Working with chemicals/solvents/detergents	( )	( )	✓	( )
Washing hands with soap (hygiene)	( )	✓	( )	( )
Working at heights	( )	( )	( )	✓
Working in confined spaces	( )	( )	( )	✓
Working in chillers (+4 degrees C)	( )	( )	( )	✓
Performing clerical duties	✓	( )	( )	( )
Working on a keyboard	✓	( )	( )	( )
Driving cars and/or trucks	( )	✓	( )	( )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

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## 8. Key Selection Criteria

- Current registration with AHPRA - Division 1 Nursing and Midwifery and an accredited post-graduate or recognised qualification in Maternal and Child Health nursing (or pre 1998 equivalent)
- Experience as a Maternal and Child Health nurse
- Demonstrated understanding of Child Safety and Wellbeing requirements and how this applies in the Maternal and Child Health service.
- High level of written and oral communication skills
- Knowledge of current issues in children's and family services sector, including State policy directions and Maternal and Child Health Service Guidelines.
- Demonstrated ability to manage time effectively.
- Demonstrated experience working with a culturally diverse community.
- Current Drivers Licence
- Current Working with Children Check
- Proficiency in the use of computers
- Availability of own vehicle with comprehensive vehicle insurance, to conduct work with Reimbursement in accordance with the Merri-bek Enterprise Agreement (2022).