



**Moreland**  
City Council

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Maternal and Child Health Nurse: Permanent
<b>POSITION NO:</b>	
<b>CLASSIFICATION:</b>	MCH Universal Permanent position
<b>AWARD / LWAA:</b>	Moreland City Council Enterprise Agreement 2018
<b>DEPARTMENT:</b>	Community Development
<b>BRANCH:</b>	Early Years and Youth
<b>WORK UNIT:</b>	Maternal & Child Health
<b>REPORTS TO:</b>	Coordinators Maternal & Child Health and Immunisation
<b>SUPERVISES:</b>	Maternal and Child Health and Immunisation Unit
<b>PREPARED BY:</b>	Maternal and Child Health and Immunisation Management Team
<b>APPROVED BY:</b>	Unit Manager Maternal Child Health and Immunisation

Moreland's Values are mine!



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

**DATE CREATED: 16 /02/2021**

**DATE MODIFIED: 16/02/2021**

**DATE APPROVED: 16/02/2021**






**DATE PRINTED: 16/02/2021**

## 1. POSITION OBJECTIVES:

The MCH Service is a free universal primary health service for all Victorian families with children from birth to school age. The service is provided in partnership with local government (represented by MAV), health services and the department with the aim to promote and optimise health, wellbeing, safety, development and learning outcomes for children and their families.

The MCH Service provides a comprehensive and focused approach for the promotion, prevention and early identification of the physical, emotional and social factors affecting young children and their families. The MCH Service supports child and family health, wellbeing and safety, focusing on maternal health and father-inclusive practice as a key enabler to optimise child learning and development.

Investing in high-quality programs that support optimal child, maternal and family health, wellbeing, safety, development and learning has lifelong benefits to children's health, educational and social outcomes. This is particularly so for children with additional needs.

Value	Statement
	We acknowledge our main purpose is to work with our Community and customers
	I will support and value others
	I take pride in my work and am responsible for doing it well
	I will do what I say
	We will work within and across the organisation to achieve community outcomes

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## **2. Key Responsibility Areas**

- To optimise the health, wellbeing, safety, learning and development of all Victorian children and their families, from birth to school age so that they can live a life they value.
- To engage with all families in Victoria with children from birth to school age to take into account their strengths and vulnerabilities, and to provide timely contact and ongoing primary health care in order to improve their health, wellbeing, safety, learning and development.
- To promote 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.
- 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.
- Children, mothers and families receive an integrated and coordinated approach, to support continuity of care through the midwifery, neonatal and MCH service systems.

### **2.1 Child, Maternal and family centred-practice**

- The MCH Service works in partnership with families by building on and supporting individual and family/carer strengths, applying an intersectional approach and reflecting their needs and preferences.
- The best interests of the child are paramount when making decisions or acting to optimise health, wellbeing, safety, learning and development.
- A mother's health and lifestyle, particularly in the perinatal period, is a critical determinant to the health and wellbeing outcomes of her children and family.
- Father-inclusive practice is integral to the health, wellbeing, safety, learning and development of the mother and child.
- Family engagement optimises outcomes for the child, mother and the family wellbeing.

### **2.2 Universal access**

The MCH Service is universally available, free, and accessible for all Victorian families with children from birth to school age.

The MCH Service is delivered flexibly to meet the individual needs of the child, mother and family, to facilitate optimal engagement.

Services are accessible in the right space at the right time for children, mothers and families.

### **2.3 Equitable and inclusive**

The MCH Service supports equity in health, wellbeing, safety, development and learning outcomes for children, mothers and families.

Equitable opportunities for children promote their optimal health, wellbeing, safety, learning and development outcomes.



MCH Services and programs are inclusive for all children, mothers and families, and are delivered at a level and intensity that is proportionate to child's and families' experience of vulnerability

## **2.4 Diversity responsiveness**

MCH services are sensitive and responsive to diversity in children and families.

The MCH Service identifies and responds to the intersectionality of children, parents and families within communities.

The MCH Service focuses on addressing inequalities and disparities in health outcomes for diverse and emerging communities.

## **2.5 Health Promotion, prevention and early intervention**

Anticipatory guidance, health promotion and prevention all aim to give children, mothers and families the best likelihood of optimal health, wellbeing, safety, learning, and development outcomes.

Early intervention is supported by identifying children, parents and families experiencing vulnerability, empowering them to act and facilitating the earliest possible opportunity for engagement with services.

The MCH Service focuses on improving early childhood development milestones for children experiencing vulnerability, through health promotion and intervening early

## **2.6 Collaboration and partnerships**

The MCH Service works in partnership with children and families, building on individual and family/carer strengths, reflecting their needs and preferences, and taking intersectional factors into account.

The MCH Service works in collaboration and partnership to improve the continuity of care across maternity, neonatal, health and family support services and within early years settings.

Collaboration and partnership with children, parents and families enable the MCH service to intervene early to support families to engage with health and early years services

## **2.7 Quality and Safety**

MCH services monitor and analyse clinical practice and service delivery for effectiveness and to drive service improvement.

The MCH Service recognises the fundamental influence of MCH nursing clinical leadership in achieving high quality and safety in practices to decrease variations and mitigate risk.

Appropriate safeguards are in place to ensure the safety of children, mothers and families and the MCH workforce.

MCH services engage with parents, families and communities as consumers and stakeholders to ensure a quality service

## **2.8 Evidence informed**

MCH practice and initiatives are evidence informed and research findings are implemented to help children and families achieve the best outcomes.



The MCH Service delivers evidence informed, health promotion and early intervention strategies to optimise health, wellbeing, safety, learning and development outcomes

## **2.9 Reflective practice and continuous improvement**

MCH Service delivery focuses on child and family centred practice combined with continuous reflection, monitoring and evaluation.

Continuous improvement occurs within the MCH Service to ensure best practice and to adapt to the changing needs of the Victorian community.

Measurement of performance and progress is benchmarked and used to drive improvement in service quality and manage risk

## **2.10 Victorian Aboriginal communities' cultural safety:**

Families have the choice to engage with Aboriginal services that support the advancement of self-determination and self-management in the delivery of MCH Service programs.

The MCH Service provides culturally safe practices that enable optimal health, wellbeing and safety outcomes for children, mothers, families and staff belonging to Victorian Aboriginal communities.

The MCH Service focuses on addressing inequalities and disparities in health outcomes for Victorian Aboriginal communities.

## **Audit & Risk Management**

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.

## **Community Engagement**

- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.

## **Continuous Improvement**

- Implement and maintain Continuous Improvement System standards and procedures.
- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

## **Environmental Sustainability**

- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.

## **Occupational Health & Safety**



- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Demonstrate effective leadership on OHS matters specific to the MCH area.

### **Diversity & Equity**

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability

### **Records Management**

- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.
- Ensure that all CDIS data is up to and completed and saved via Moreland's electronic data base in accordance with Council policy.

### **Other duties**

- Required to undertake other duties as directed.

## **3. ORGANISATIONAL RELATIONSHIP:**

**Reports to:** Moreland Management Team

**Supervisor:** Coordinator, Maternal and Child Health and Immunisation

**Internal Liaison:** All Council Departments with an emphasis on:  
Other Maternal & Child Health nurses  
Immunisation Services  
Community Development  
Children's Services  
Other relevant Council staff

**External Liaison:** Residents & Service Users  
Other local Councils  
Other Maternal & Child Health Nurses  
Government Departments  
Hospitals  
General practitioners  
Specialist service providers and agencies

## **JOB CHARACTERISTICS RELEVANT TO THE POSITION**

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Maternal and Child Health Nurse Permanent position under the Moreland Enterprise Agreement 2018 located on page 66.

1<sup>st</sup> July 2020: Permanent MCH Position: \$62.37 base salary.

- [Enterprise Agreement 2018 Maternal and Child Health Nurses Pay Scales \(PDF 237Kb\)](#)



## 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.

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/powered	( )	( )	( )	( )
Operating precision machinery	( )	( )	( )	( )
Close inspection work	( )	( )	( )	( )
Wearing hearing protection	( )	( )	( )	( )
Wearing eye protection	( )	( )	( )	( )
Working in dusty conditions	( )	( )	( )	( )
Working in wet/slippy 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 (please specify)_____	( )	( )	( )	( )

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

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## **10. KEY SELECTION CRITERIA**

- Current registration with AHPRA - Division 1 Nursing and Midwifery
- To hold an accredited post-graduate or holds a recognised qualification in maternal and child health nursing (or pre 1998 equivalent)
- Current Drivers Licence
- Current Working with Children
- Demonstrated knowledge of child health, development and behaviour
- Knowledge and skills in supporting parents post-delivery and in their role as parents
- High level of written and oral communication skills
- Knowledge of current issues in children's and family services sector, including State policy directions and Program Standards
- Demonstrated ability to manage time effectively
- Demonstrated understanding of the needs of a culturally diverse community
- Proficiency in the use of computers
- Familiarity with the MCH Data base: CDIS software program
- Availability of own vehicle with comprehensive vehicle insurance



**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

..... **Date**     /     /  
**(Staff member's signature)**

..... **Date**     /     /  
**(Supervisor/Manager's signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**