

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Maternal and Child Health Coordinator
Classification:	MCH Classification and Allowances
Position Number:	115.7
Business Unit:	Community Wellbeing
Directorate:	Wellbeing, Planning and Regulation
Reports to:	Coordinator Community Services
Supervises:	Maternal Child Health Nurses Maternal Child Health Administration Officer

Our Vision and Values

Vision

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

Values

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities and develop and inspire success

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

This position leads the coordination and delivery of high quality maternal and child health services to the Southern Grampians Community

The coordinator will ensure that service delivery is in line with and meets funding agreement and reporting requirements

The position has three main objectives:

- To coordinate the Maternal and Child Health services including Universal, Enhanced and immunisation services
- To provide direct leadership and management of Council's Maternal and Child Health Team
- To manage the administrative and reporting functions including efficient and effective resource management

Key Responsibilities

Coordination and Delivery of Maternal and Health Services

- Coordinate the delivery of Maternal and Child Health Services in accordance with State Funding levels are aligned to and consistent with relevant legislation, program standards and guidelines and organisational policies and procedures
- Develop innovative models of service delivery that will provide a more flexible and accessible service for families within resource allocations
- Develop strong positive relationships and networks that facilitates, maintains, and enhances referral pathways that contributes to positive wellbeing outcomes for families
- Ensure a continuous improvement approach to the planning, practice, delivery, policy review and monitoring
- Allocation of intakes, referrals, and daily management of Maternal Health Nurses and Administrative Support
- Establish and maintain effective MCH management systems to collect data, monitor and report on the performance of the service and take corrective action required to ensure financial and performance targets are met
- Assist in the preparation, monitoring and management of the program budget to ensure optimum use of resources and provide regular reports to the Manager Community Wellbeing
- Prepare and provide detailed and timely information and advice to the Manager Community Wellbeing and funding bodies as required under specified reporting requirements
- Ensure the promotion of the service particularly in vulnerable and at-risk members of the Southern Grampians Community
- To maintain an effective evaluation program through efficient community consultation and feedback to foster continuous improvement

- Provision of clinical enhanced maternal health service for approximately half of the available hours of this position (0.5 FTE)

Coordination and development of Maternal Health Team

- Lead and develop a high performing team through guidance, coaching and identification of training needs as well as formal staff management
- Ensure clinical supervision is delivered to the maternal and child health team in a timely and effective manner by appropriately skilled and qualified practitioners
- Demonstrate leadership and managements skills and a commitment to Southern Grampians Shire Council in the performance of this role
- Lead and mentor each team member to deliver effective responsive and accountable maternal and child health services
- Ensure consistent and accurate interpretation and application of council's Human Resource Management policies and practices and promote the maintenance of safe work environments and practices in line with Occupational Health and Safety regulations
- Lead the recruitment, selection, and induction processes to resource the maternal and child health service
- Ensure performance planning, performance management and review processes are in place and recommend professional development for team members in line with agreed priorities and objectives
- Manage MCH staff resources, setting workloads, key performance indicators, timeframes, and monitoring performance
- Facilitate a dynamic work environment, which encourages a team approach to tasks and responsibilities through regular team meetings and facilitated review of policy and procedure

Immunisation

- Ensure the provision of a comprehensive immunisation service including immunisations to families with children 0-6 through the implementation of the Maternal Health Universal and Enhanced service
- Oversee the delivery of the immunisations to the community in accordance with the National and State Immunisation Schedule
- Ensure timely reporting to the National Childhood Immunisation register and to any request for immunisation history

Extent of Authority

- The Maternal and Child Health Coordinator is directly accountable to the Coordinator Community Services
- The incumbent will provide advice, guidance, and support to staff in the delivery of day to day services. To this end the incumbent has the autonomy to act on all day to day matters relating to the service and those activities relating to the position objectives, including

direction of staff, implementing immunisation programs, authorisation of expenditure within budget parameters and Council delegation's framework

- The MCH Coordinator will partner with the Coordinator Community Services on an ongoing basis to support and enable informed strategic and forward planning. The incumbent will provide reports in a timely manner on issues and decisions that may have a major impact on outcomes and/or the overall functioning of the Community Wellbeing department
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision making

- The position is required to make decisions ranging from those associated with day to day matters and in consultation with the Coordinator Community Services consider and recommend more complex issues regarding policy development and implementation which require a high degree of analysis and innovation. Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Family Services in a timely manner

Specialist skills and knowledge

- Current Victorian Nurses Board registration as a nurse registered in Division 1 with additional qualifications in Midwifery and Maternal and Child Health (mandatory)
- Demonstrated experience, knowledge and competence of maternal and child health program standards, frameworks, guidelines, and service requirements
- Demonstrated knowledge of issues relating to the provision of MCH/EMCH services and of current policy issues, innovation, and initiatives
- Knowledge of current Immunisation practices and policies
- Knowledge of and commitment to inclusive family centred practice
- Ability to successfully manage and maintain data and information systems; specifically, the Child Information Development System and deliver timely and accurate reports to inform service planning and trend analysis and to meet funding requirements
- Ability to effectively engage and consult with community regarding the provision of the maternal and child health service
- Ability to identify, recommend and initiate improvements to maternal and child health services

Management Skills

- Ability to plan, prioritise and organise work, individually and across the team in an environment of competing demands and change
- Well-developed leadership, motivation, and people management capabilities
- Ability to solve problems through discussion, negotiation, and teamwork. Address staff and client complaints and grievances in a timely and appropriate manner and ensure effective

investigation and documentation is completed as required under the relevant legislative frameworks to inform and support the delivery of solutions and outcomes

- Ability to develop implement and monitor the labour and operating budget
- Ability to represent Council at public meetings on matters pertinent to maternal and child health service
- Ability to contribute to the strategic directions of the department as a senior member
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Interpersonal skills

- Highly developed written and verbal communication skills
- Ability to lead and motivate staff to achieve organisational objectives in an environment of mutual respect and professional integrity
- Ability to gain the co-operation and assistance from a range of people within and external to the organisation
- Evidence of leadership and motivational abilities in a complex, fast changing, competitive environment
- Well-developed problem solving skills
- Skills in negotiation, consultation, and networking
- Ability to work effectively as part of a team
- Ability to demonstrate, display and promote SGSC values and behaviours
- Ability to provide excellent customer service
- Ability and commitment to maintain confidentiality at all times

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)

- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Implementing and monitoring compliance with workplace policies and procedures
 - Engaging with and supporting HSRs, OHS committees, supervisors, and managers
 - Conducting safety inductions and local topic specific training when required
 - Supporting/mentoring HSRs and supervisors
 - Supporting staff awareness of OHS responsibilities and accountabilities
 - Assisting with implementation of OHS plans and strategies
 - Supporting managers in activities that foster a positive OHS culture

Qualifications and Experience

- Current Victorian Nurses Board registration as a nurse registered in Division 1 with additional qualifications in Midwifery and Maternal and Child Health. Registration with the Australian Health Practitioner Regulation Agency –Nursing and Midwifery Board of Australia on both the Nurse and Midwife registers (mandatory)
- A current Victorian Drivers Licence (mandatory)
- Considerable experience in maternal and child health service delivery, including enhanced maternal and child health
- Experience in the leadership and supervision of MCH teams, including enhanced maternal and child health teams
- Experience in the planning and delivery of services
- Knowledge of relevant data and information systems and computer skills to effectively operate and maintain these

Key Selection Criteria

The employee will demonstrate the following:

- Considerable experience in leading and supervising a high performing team
- Technical knowledge and skills in nursing practises and principles relating to children's, women's, and general family health

- Knowledge of relevant government policies in relation to Maternal and Child Health, Child Safe, and immunisation
- Ability to gain co-operation and assistance from a broad cross-section of individuals, groups, and members of staff
- Ability to discuss and resolve problems/issues under pressure
- Demonstrated ability to work in both a team and community environment, and in the promotion and development of a proactive service

Agreement

I, _____ have read and understand the objectives and conditions of the above-mentioned role.

Employee: _____

Signature: _____

Date: _____