

Maternal and Child Health Nurse



Position Description

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POSITION NO:	840130
DIRECTORATE:	Communities
DEPARTMENT:	Family Health Support Services
SECTION:	Maternal & Child Health and Immunisation
STATUS:	Temporary Part time
CLASSIFICATION:	Maternal and Child Health Nurse Y1-4
LOCATION:	Maternal and Child Health Services
APPROVED BY:	Director Communities
DATE:	October 2024

POSITION OBJECTIVE(S)/GOAL(S):

- Actively participate and contribute to a responsive, holistic and flexible Maternal and Child Health (MCH) Service which optimises the health and wellbeing, learning, development and safety outcomes for children from birth to 6 years of age and their families within Frankston City Council, using a strength-based, family-centred approach.
- Deliver a high-quality service that meets State and Local government objectives and targets and works within professional standards and guidelines of practice to improve the outcomes of all children.
- Liaise effectively with health, early years and family services to provide best outcomes for all children and their families, employing Information Sharing Schemes where necessary.

KEY OUTCOMES AND RESPONSIBILITIES:

1. Clinical service delivery:

- Ensure the provision of high quality, evidence-based practice consistent with the MCH Service Guidelines (2019, reissued 2020).
- Provide accurate and appropriate guidance, advice and support on a wide variety of health, development, parenting and family issues in accordance with current program Standards and Guidelines.
- Assess the physical, social and emotional health of children and their families'; monitor and promote the healthy growth, development and wellbeing of children from birth to school age.
- Collaborate and liaise with professionals along the continuum of care from maternity and maternal and child health, and other health, early years and family services to provide a responsive MCH service.
- Ensure documentation aligns with professional standards in the Child Development Information System (CDIS), with all relevant fields being completed for data collection and reporting.
- Where appropriate, follow-up with hospitals regarding incomplete or missing Birth Notifications or other relevant issues as they arise.
- Assertively engage clients with unattended or missed appointments and/or overdue KAS assessments in a timely manner.
- Provide child-focused, family-centred and strength-based practice, working in partnership with the child

and family, to strengthen the capacity of families to make decisions about the child's health and development, as well as the family's health, safety and wellbeing.

- Monitor, support and provide information to improve the health and wellbeing of the mother.
- Recognise the unique role of the father/partner in the health and development of the child.
- Recognise and respect the broader role of the family in the health and development of the child, respecting cultural background and diversity of families.
- Liaise with the Team Leader MCH (where required) for additional support where families are considered 'at risk' by hospitals, allied health, early years' and family services and to facilitate linkages and provide referrals with relevant local community and professional resources, activities and services.
- Maintain accuracy of Out of Home Care (OoHC) clients on CDIS ensuring OoHC clients are supported in arranging KAS appointments when due.
- Where required, attend meetings with maternity hospitals and other health, early years and family services to collaborate, promote and support integrated service delivery to optimise outcomes for the child and family, including client Care Team Meetings.
- Support the MCH Leadership team in responding to Information Sharing Scheme (ISS) requests from Information Sharing Entities (ISEs) following the Information Sharing Guidelines.
- Provide First Aid to clients and/or colleagues where required.

2. Professional Practice:

- Knowledge of, and comply with, Child Youth and Families Act 2005, which relates to mandatory reporting in identifying and responding to child/ren at risk of or experiencing neglect or abuse.
- Knowledge of, and comply with Child Wellbeing and Safety Act 2005, which relates to the Child Safe Standards and Child Information Sharing Scheme.
- Knowledge of, and comply with, Family Violence Protection Act 2008, which relates to the Family Violence information Sharing Scheme.
- Consistently manage workload to deliver a high standard of client service in response to community needs and expectations.
- Contribute to and participate in identified continuous quality improvement activities.
- Ensure the MCH centre(s) are welcoming safe and accessible for the child and family.
- Maintain infection control of MCH Centres and adhere to relevant procedures.
- Promote Frankston City Council's MCH Service.

Outcomes:

- Delivery of a quality, responsive, accountable and safe MCH service for children, mothers and families through effective governance, management, and a competent and professional workforce.
- Universal access to MCH services for Victorian children from birth to school age, their mothers and families within Frankston City Council.
- Optimal health and development outcomes for children from birth to school age through a focus on the child, mother and family.
- Strong partnerships with families and communities and collaboration and integration with other services and organisations.
- A cohesive and respectful MCH team which strives to be progressive and innovative in meeting the needs of the community.

Organisational Responsibilities

- Cooperate with Council in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner in accordance with Council's information and records management procedures.

- Ensure that all Council’s policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management, financial management, governance, procurement, and customer service.
- Act in a professional manner at all times while performing duties for and/or representing Frankston City Council in accordance with the Staff Code of Conduct.
- Frankston City Council has zero tolerance of child abuse and is committed to creating and maintaining a Child Safe and Child Friendly City where all children are valued and protected from harm and abuse. It is expected that the successful incumbent of the position will implement and adhere to the above statement and Frankston City Council’s Child Safe Policy whilst completing their duties.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multiskilling provisions of the Frankston City Council Enterprise Agreement.

Employees may be asked to assist with emergency related functions if the Municipal Emergency Management Plan is enacted. Under the *Emergency Management Act 1986*, this may include providing emergency response, relief and recovery services to the community.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records Check: **YES**

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check: **YES**

AUTHORISATION/DELEGATION:

The incumbent will be an Authorised Officer under appropriate delegations: **YES** **NO**

ORGANISATION RELATIONSHIPS AND RESOURCE MANAGEMENT RESPONSIBILITIES:

Reports to:	Team Leader Maternal & Child Health
Supervises:	Student Maternal & Child Health Nurses with support from the Team Leader; other students where applicable
Internal contacts:	Maternal & Child Health and Immunisation team, Family Health Support Services and Customer Service
External contacts:	Government Departments, allied health and other health, early years and family service organisations

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Under the direction of the Team Leader MCH and Coordinator MCH and Immunisation, is accountable for providing the MCH service to the Frankston City Council community, in accordance with all current practice guidelines, service guidelines, program standards and guidelines, and professional standards.
- Ensuring knowledge and compliance with relevant legislative and statutory requirements of the position.
- Ensuring the MCH Service produces and maintains a culture of service excellence with a client-focus.
- Meeting agreed priorities and performance standards, meeting/training schedules and/or deadlines.
- Active participation in continuing professional development and clinical supervision to maintain AHPRA registration requirements, in addition to upholding relevant codes and standards for nursing, midwifery

and maternal and child health.

The incumbent has the following delegations:

- Nil.

JUDGEMENT AND DECISION MAKING:

The incumbent is required to use judgement and make decisions relating to:

- Making informed, considered and timely decisions about MCH nursing service delivery within the scope of professional knowledge and practice.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be demonstrated and utilised:

- Detailed knowledge of the Maternal and Child Health Service Guidelines (2019, reissued 2020), Maternal and Child Health Program Standards (2011, reissued 2019), Maternal and Child Health Service: Practice Guidelines (2009, reissued 2019), Enhanced Maternal and Child Health Program Guidelines (2018, reissued 2019), Sleep and Settling Model of Care: Guide for Maternal and Child Health Services (2019) and the Documentation Standards for Maternal and Child Health Nurses in Victoria (2016).
- An understanding of the legislative framework that MCH operates, including but not limited to, the Child Youth and Families Act 2005, Child Wellbeing and Safety Act 2005, Family Violence Protection Act 2008, Health Records Act 2001, Privacy and Data Protection Act 2014, Freedom of Information Act 1982 and Public Records Act 1973.
- Current knowledge of child health, development, behaviour and health promotion activities in MCH nursing, including the ability to accurately assess and plan the management of the child 0-6 years of age, mother and family.
- Ability to identify children and/or families at risk and provide support, information, advocacy and referral when necessary.
- Ability to work in partnership with families and communities, and in collaboration with external services and organisations.
- A high level of computer literacy including Microsoft Office Applications and Child Development Information System (CDIS).

MANAGEMENT SKILLS:

The incumbent must demonstrate and apply the following management skills:

- Ability to set priorities, plan, and organise workloads within time constraints and conflicting pressures.
- Ability to assess issues and take appropriate course of action.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated and utilised:

- Ability to actively listen and reflect whilst maintaining open and effective communication both verbally and in writing.
- Ability to relate and liaise effectively with and understand the needs of a diverse range of families, cultural backgrounds, community groups, and internal and external stakeholders.
- Ability to deal effectively and diplomatically with complaint enquiries and difficult, complex or sensitive situations.
- Ability to work autonomously and within a team environment, promoting a culture of collaboration.

- Work with internal and external stakeholders to achieve quality outcomes for children and families.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and/or experience are required for the position:

- Current Australian Health Practitioner Regulation Agency (AHPRA) registration as both Registered Nurse (Division 1) and Registered Midwife, and hold an accredited postgraduate degree/diploma (or equivalent) in maternal and child health nursing
- Experience working in the Victorian Maternal and Child Health Service (or equivalent)
- Experience in a Microsoft Office Applications and Child Development Information System (CDIS)

The incumbent must have and maintain current at all times throughout employment:

- Police Check
- Working with Children Check
- Victorian Driver Licence
- Registered private vehicle that is roadworthy and maintained
- First Aid Certification (and Cardiopulmonary Resuscitation Certification)
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA), as a Division 1 Registered Nurse (and Registered Midwife)

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment in accordance with Council's Enterprise Agreement.

The Position Description will be reviewed annually, in conjunction with you, in accordance with Council's Enterprise Agreement, and as part of the employee's annual Performance and Development Review.

The Position Description is to be read in conjunction with the Council's Enterprise Agreement and the General Terms and Conditions of Employment

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills and knowledge as listed in the Position Description:

Mandatory/Essential:

1. Current Australian Health Practitioner Regulation Agency (AHPRA) registration as both Registered Nurse (Division 1) and Registered Midwife, and hold an accredited postgraduate degree/diploma (or equivalent) in maternal and child health nursing
2. Current knowledge of child health, development, behaviour and health promotion activities in MCH nursing, including the ability to accurately assess and plan the management of the child 0-6 years of age, mother and family
3. Experience working in the Victorian Maternal and Child Health Service (or equivalent)
4. A high level of computer literacy including Microsoft Office Applications and Child Development Information System (CDIS)
5. Ability to plan, prioritise and organise work to deadlines to achieve performance objectives
6. Demonstrated ability to collaborate, liaise and work in partnership with internal and external stakeholders

The incumbent must have and maintain current at all times throughout employment:

1. Police Check
2. Working with Children Check
3. Victorian Driver Licence
4. Registered private vehicle that is roadworthy and maintained
5. First Aid Certification (and Cardiopulmonary Resuscitation Certification)
6. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA), as a Division 1 Registered Nurse (and Registered Midwife)

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical requirements of the position are outlined below:

Task	Performed Frequently	Performed Sometimes	Never/Rarely Performed
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting (extended periods)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Briefly)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Standing (Extended)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying duties (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling tasks (Light) <10kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling tasks (Heavy) >10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chopping/Digging tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending/Kneeling requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (stairs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling grease/oils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust/dirt/hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to chemicals and/or detergents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stress - Difficult customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tight deadlines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to hot/cold temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AGREEMENT:

I accept and agree to the duties in this Position Description.

I understand that this Position Description is to be read in conjunction with Council's Enterprise Agreement and General Terms and Conditions of Employment, and I agree to abide by the terms and conditions of employment stipulated therein.

Name:

Signature:

Date: