

Position Description

Position Title	Maternal and Child Health Nurse
Position Number	2418
Division	Community Sustainability
Department	Family, Youth and Children's Services
Team	Maternal and Child Health and Immunisation
Position Status	Permanent Full time
Classification	Maternal and Child Health Nurse
Position Reports to	Team Leader – Maternal Child Health and Immunisation
Position Supervises	Health professionals, when required
Date Reviewed	June 2024

Position Objective

The Maternal and Child Health Nurse provides Maternal Child Health services using the universal platform to support families with young children using a holistic framework. The service provided will meet the professional standards of practice, the State Government guidelines, goals and targets and Council's objectives. The role will work collaboratively in an interdisciplinary team to support integrated service delivery and professional and ethical practice.

Key Responsibilities

1. Service Delivery

- Provide support, information and advice and work alongside of parents with young children using a family centred, strength-based framework in accordance with industry standards.
- Work collaboratively in either a stand-alone MCH centre or in a multi-disciplinary centre-based environment to partner with families to improve outcomes for their children within a shared responsibility model.
- Provide leadership in building the culture and capacity in developing the integrated service model.
- Able to influence and gain support from fellow professionals to achieve agreed outcomes.
- Undertake child health surveillance according to the current Victorian Maternal and Child Health Key Ages and Stages Framework to reduce the impact of conditions occurring in adulthood which have their origins or early manifestations in childhood and optimise health and wellbeing of the child.
- Work to support families and link in with appropriate community support networks as necessary.
- Liaise with agencies appropriately and promote sharing of resources, general co-operation and networking.
- Maintain infection control of Maternal & Child Health area and educate parents to ensure children and families are protected from infection.

2. Document Data Collection

- Support accurate data collection and reporting in accordance with funding and service requirements to ensure compliance and achievement of national goals and targets.
- Document according to the Document Standards for Maternal and Child Health Nurses in Victoria 2016.

3. Professional Development

- Participate in professional development and supervision to maintain registration requirements.
- Review and develop professional knowledge to ensure service meets current 'best practice' and industry standards.

Position Requirements

1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- Nil

The incumbent has delegated authority for:

- Nil

The incumbent is responsible and accountable for:

- providing specialist advice to clients and to support clients; the freedom to act is subject to regulations and policies with regular supervision. The effect of decisions and actions on individual clients may be significant but is usually subject to appeal or review of more senior employees.
- Accountability to Team Leader MCHI and community for an effective and appropriate Maternal Child Health Program.

2. Specialist Knowledge and Skills

- Demonstrated ability to work within a family centred, strength-based framework to support families to access services and change their circumstances to improve outcomes for children.
- Specialised knowledge of normal child development and behaviour, and early intervention services for children within the Victorian MCH framework.
- Demonstrate ability to work within the Maternal and Child Health team and a multi-disciplinary, integrated service delivery model.
- Demonstrated understanding of and capacity to comply with legislation relating to mandatory reporting of child abuse.
- Ability to contribute to the MCH team by participating in team activities and providing input to review systems and processes to ensure flexible and responsive service delivery.
- Effective computer skills and competent user of the appropriate software

3. Interpersonal Skills

- Effective oral and written communication skills
- Ability to work and promote a culture of collaboration within the Maternal and Child Health nurse team.
- Ability to work and promote a culture of partnership in working with families using strength-based framework.

- Demonstrated high level capacity and commitment to establishing and maintaining collaborative partnerships with other professionals, both within Council and from other organisations.
- Ability to resolve issues and solve problems at a local and team level.

4. Judgement and Decision Making

The incumbent is accountable for:

- Judgement is exercised within the framework of: The Corporate Plan; Council policies and other guidelines; Funding and Service Agreements (FASAs); professional standards; and Victorian and Commonwealth legislation, Regulation, Quality Standards and contractual obligations.

5. Management Skills

The following management/leadership skills are required:

- Well-developed time and management skills
- Setting priorities and workload management

6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Applicants for employment in the Victorian Universal MCH Service are required to hold current registrations with Nursing and Midwifery Board of Australia (NMBA) and AHPRA as general nurse and midwife and hold an accredited post-graduate qualification in MCH nursing.

Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

Values and Behaviours	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"> • We make a difference • We show care and respect • We take pride in our work • We are better together
Safe Workplace Actions	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
Policies and Procedures	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>

Legislative Framework	The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.
Equal Opportunity and Child Safe Standards	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p> <p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>

Key Selection Criteria

Selection will be based on the following key selection criteria. Reference will also be made to other skills, knowledge and attributes contained in the Position Description:

- Specialised knowledge of normal child development and behaviour, and early intervention services for children within the Victorian MCH framework.
- Demonstrate ability to work within a multi-disciplinary, integrated service delivery model
- Well-developed time management skills
- Setting priorities and workload management
- Demonstrate organisational abilities, time management skills, administrative and computer skills and good written and verbal communication skills.
- Demonstrated practice history that is strongly aligned with Kingston's Family Youth and Children's Services Vision, Purpose Statement and Guiding Principles
- Demonstrated ability to work effectively with vulnerable (and at times, challenging) children and their families to achieve successful outcomes

Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Medical Assessment
- Hold and maintain a Working with Children Check
- Driver's License valid in Victoria
- Reliable comprehensively insured motor vehicle
- Hold current registrations with Nursing and Midwifery Board of Australia (NMBA) and AHPRA as general nurse and midwife and hold an accredited post-graduate qualification in MCH nursing.

International Police Checks

Any applicant who has resided in an overseas country for 12 months or more in the last ten years will be required to provide a police check from the country they resided in. Some countries will not release information regarding an individual for personal or third-party purposes. Where police records checks cannot be made, the applicant will be required to provide contact details for at least two individuals who personally knew them while they were

residing in the other country, to enable Kingston City Council to conduct referee checks. This additional requirement primarily applies to positions in Council's Aged & Disability Services, Health & Local Laws and Social & Community Services.

Inherent Requirements

Category B – Desk based / General administration role - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form. Please refer to the attached Job Task Analysis (JTA) for further information about the inherent requirements of the role.

Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.

Applicants should declare any requirements via the Health Declaration form

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.