

## Position Description

<b>Position Title:</b>	<b>Maternal &amp; Child Health (MCH) Nurse Reliever</b>
<b>Business Unit:</b>	Maternal Child and Health
<b>Department:</b>	Community Wellbeing
<b>Directorate:</b>	Community Services
<b>Classification:</b>	MC1-2 +Qual
<b>Date:</b>	February 2015
<b>Reports to:</b>	MCH (Area) Team Leader(s)
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	<ul style="list-style-type: none"> <li>• MCH team, including Administration Support officers, MCH Nurses, Early Parenting workers and Peer Educators – as required</li> <li>• Area Team Leaders and Coordinator MCH and Parenting– as required</li> <li>• Community Wellbeing Staff and other departments in Council– as required</li> </ul>
<b>External Liaison:</b>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Department of Education &amp; Early Childhood Development as well as the Department of Human Services</li> <li>• Child FIRST Agencies</li> <li>• Child Care and Preschool providers</li> <li>• Dandenong and Springvale Community Health Service, including Preschool Dental staff</li> <li>• Medical practitioners</li> <li>• Hospitals and community agencies</li> <li>• MCH Nurses in other municipalities</li> </ul>

### 1. Position Objectives

Flexibility to work in all areas of the MCH service:

- To provide a holistic and responsive Maternal and Child Health Service which maximises the health and well being of children under school age and their families, in a diverse and multicultural community and including outreach and activities as required and agreed to engage vulnerable and high need families and children
- To ensure the Department of Education and Training (DET) Maternal and Child Health Service Program Guidelines and Program standards City of Greater Dandenong service requirements and policies and procedures are adhered to, and meets Best practice and Family Partnership principles.

### 2. Key Responsibility Areas / Position Specific Responsibilities

***\*Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

#### Service Provision

- Using the PEDS questionnaire and all other relevant resources and expertise, as well as the Brigance screening tool when required
- Provide information and support to parents on the health, development growth and behaviour of children 0- school age, as per the DET andCGD MCH programs,
- Provide anticipatory guidance, appropriate management and or referral with parents/ caregivers,
- Follow up missed visits through the 'Missed Visit' reports
- Provide outreach services to families having difficulty in accessing the MCH service,
- Ensure KAS appointments are made in a timely and accurate manner and with interpreters are booked as required by the Business Support team
- Provide current knowledge of local services to families,
- Build on partnership with other service providers, to encourage parents/ caregivers to access services including playgroups and kindergarten,

- Promote prevention and early intervention strategies and referrals to appropriate specialist services
- Comply with all legislative, Child FIRST and DHS Child Protection protocols and requirements, in conjunction with Area Team Leader when a notification is required,
- Maintain MCH Centres as safe, family friendly venues
- Contribute to team initiatives and contribute to group work,
- To liaise and refer internally to specific programs or activities, including the Enhanced program, Breast feeding Outreach, Opportunistic immunisation, Parenting or Sleep and settling groups.

#### Involvement in MCH Program Areas

Work in specific program areas, which may include but are not limited to

- *Enhanced Program*
  - Provide additional MCH services to high need families and children as agreed with the Team Leader of Enhanced Services
- *Breastfeeding Outreach*
  - Provide short term support vial home visit or phone
- *Opportunistic Immunisation*
  - Immunise children and/or parents where it is assessed that including immunisation at the consultation will significantly increase the likelihood of Immunisation and KAS attendance being completed
- *Integrated Service provision at Springvale Service for Children (SSC)*
  - Undertake an integrated approach to service delivery whilst working at SSC participating in and supporting initiatives involving other SSC staff and service providers
- Responsibilities required for each specific program area above are in addition to all other MCH Nursing responsibilities quoted in this role statement:

#### First Aid Activities

- Undertake the role of Occupational First Aid Officer (OFAO) where required to administer First Aid to members of the public who may be injured or unwell whilst receiving Council services or while using Council facilities.
- Undertake quarterly checks of the supplied First Aid kit to ensure it is compliant.
- Assist with any incident investigations and unresolved issues connected with the use of first aid supplies.
- Provide first aid within your office as required.

### **3. Overall Position Accountability and Authorities**

The position is directly held responsible for:

- Ensuring the delivery and resources of MCH services at Centres and in outreach is managed within unit objectives and budgets
- The freedom to act to make decisions in consultation with families is subject to but not limited to the various Acts and regulations within which the position is required to operate. The effect of decisions made on individuals may be significant but is usually subject to review or appeal by the Area Team Leader or MCH Coordinator
- Provide assistance in and contribute to the overall development of policy, procedures and guidelines for the MCH team. Where involved in policy development the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.

#### 4. Judgement and Decision Making Skills

Judgement and decision making will be:

- Based on the MCH Framework methods, procedures and processes.

##### **Independently**

- When determining day to day aspects of providing the MCH service to families and communicating with other professionals and service providers. The work may involve improving and/or developing methods and techniques generally based on previous experience.

##### **With Input**

###### From the Area Team Leader

- For secondary consultation purposes, which may include but not limited to cases of suspected child abuse or critical incidents, when a notification to child FIRST or Child Protection is considered
- When needing to purchase equipment

###### From the MCH team

- When planning service improvements

##### **Recommends and Identifies**

- Priorities, trends and information to Area Team Leader
- Improvements to operational policies, procedures and guidelines within the MCH team and discusses with Area Team Leader

##### **Guidance**

###### From the Area Team Leader

- For secondary consultation purposes within MCH practice , including cases of suspected child abuse or critical incidents,
- Guidance and advice are usually available from the Area Team Leader or the Coordinator MCH and Parenting

#### 5. Specialist Skills and Knowledge

The essential position requirements include:

- This position requires proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices
- This position requires an understanding of the long term goals of the unit and the wider organisation
- Well developed understanding and ability to apply the Family Partnership model principles

#### 6. Management and Interpersonal skills

The essential position requirements include:

##### **Undertaking the accountabilities of the position, the position incumbent will overall:**

- To provide a high quality MCH service to families with children under school age, from diverse and multicultural backgrounds, using current research, demographic data and community consultation processes to inform MCH practice
- To work in a multidisciplinary team to ensure comprehensive and streamlined service provision to families and to establish and maintain cooperative working relationships with a variety of related agencies and professionals

##### **Management Skills**

- This position requires skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives within the resources available and timeframe
- This position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development

## Communication Skills

- The ability to gain rapport and develop responsive and trusting relationships with families
- The ability to write clear and accurate reports, using the MaCHS database and other software when required
- To liaise professionally with other service providers regarding client and service issues
- All employees in this Band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions associated with MCH service provision

## 7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

### Essential

- Current Australian Registration as per AHPRA registration details; a registered Nurse (Division 1) and Midwife with General Registration
- Qualifications required for practice as an MCH Nurse in Victoria
- Specialist knowledge and experience working with families with young children and of the Victorian Maternal & Child Health Program as well as utilisation and understanding of evaluative frameworks
- Demonstrated ability to establish an effective working rapport and positive relationships with a wide range of families including; children and young people, service providers and agency professionals, based upon family partnerships principles
- Demonstrated ability to work as an effective team member of a multi disciplinary team, including the ability to prioritise time and organise workload, preferably within a culturally diverse community including sound project / program development and delivery skills
- Demonstrated excellent interpersonal and verbal and written communication skills, especially when working with families
- Demonstrated intermediate computer skills, including a working knowledge of MaCHS software and a sound knowledge of the Microsoft Office suite of products
- Satisfactory Police and Working with Children Checks
- Current Victorian Drivers License and use of own car

## 7. Notes and Comments


### Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:


#### Prepared by:

<b>Name:</b>	Wendy Fernandez	<b>Signature:</b>	
<b>Date:</b>			

#### Manager:

<b>Name:</b>	Martin Fidler	<b>Signature:</b>	
<b>Date:</b>	26/02/2015		

#### Director:

<b>Name:</b>	Mark Doubleday	<b>Signature:</b>	
<b>Date:</b>	26/02/2015		

#### Position Occupant:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

## Inherent Physical Requirements of the position

### Summary

Date of last review: February 2015

Authorised by: Martin Fidler

Physical Requirement	Task Details	Frequency (% of the working day)				Medical Provider Comment/Opinion
		Rare	Occasional 0-33%	Frequent 34-66%	Constant >66%	
<b>Mobility/Postures</b>						
Sitting				X		
Standing				X		
Walking				X		
Crawling		X				
<b>Non Manual Handling</b>						
Squatting/crouching			X			
Kneeling			X			
Bending				X		
Reaching					X	
Twisting/trunk rotation					X	
Fine manipulation/pinch grip				X		
Power/open hand grip				X		
Writing/typing					X	
Climb ladders		X				
Climb or descend down stairs				X		
Low level work			X			
Leg/foot controls				X		
<b>Manual Handling – lift, carry, push, pull or hold</b>						
1-5kg				X		
5.1 – 10kg				X		
10.1 – 15kg			X			
15.1 – 20kg		X				
Over 20kg		X				
Lift floor to hip			X			
Lift waist to shoulder			X			
Lift overhead			X			
Pushing/pulling			X			

Cognitive Demand	Yes	No
Regular communication with team/work mates	X	
Regular communication with others	X	
Verbal instruction and supervision of others	X	
High concentration	X	
Planning and problem solving	X	
Job/task organisation	X	
Short-term memory	X	
Long-term memory	X	

<b>Definitions</b>	
<b>Mobility/Postures</b>	
Sitting	Stay in a seated position
Standing	Standing in an upright position, moving less than three steps
Walking	In an upright position moving more than 3 steps
Crawling	Move on the hands and knees or by dragging the body close to the ground
<b>Non Manual Handling</b>	
Crouch / squat	To lower the body by bending forward from legs and spine, buttocks on or near the heels
Kneeling	To lower the body
Bending	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds
Reaching	Extending arms out in any direction
Twisting / truck rotation	Rotating the body to one side or the other without moving the feet
Fine manipulation / pinch grip	Fingers are on one side of the object and thumb on the other, typically without the object touching the palm
Power/open hand grip	Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended
Low level work	Performing manual handling actions at or near ground level
<b>Manual Handling</b>	
Lift / carry / hold	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders
Pushing / pulling	Applying force to move something away or closer to one's self, including static positions
Kilograms of force (kg.f)	Amount of force or effort required to perform a specific task or part of a task

## APPENDIX 1

### **Additional Key Responsibility Areas / Position Specific Responsibilities for all employees**

Main areas of responsibilities will include but is not limited to:

#### Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

#### Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

#### Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

#### Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.