

# Position Description

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| <b>Position Title:</b> | Maternal and Child Health and Immunisation Coordinator |
| <b>Classification:</b> | MCH Coordinator  |
| <b>Business Unit:</b>  | Life Stages  |
| <b>Reports to:</b>     | Manager Life Stages                                    |
| <b>Status:</b>         | Full time  |
| <b>Approved by:</b>    | Director Community Wellbeing                           |
| <b>Reviewed:</b>       | March 2025   |

## 1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Melbourne Holocaust Museum and much more.

## 2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

### Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

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## 2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

## 3. Position Purpose and Background

To coordinate a high quality and innovative Maternal and Child Health and Immunisation Service for families in Glen Eira that meet professional standards, State Government requirements and Council's objectives.

## 4. Working Relationships

Within the organisation, the Coordinator Maternal and Child Health and Immunisation is required to liaise with

- Director Community Wellbeing
- Manager Life Stages
- Maternal and Child Health
- Immunisation
- Public Health
- Other Council Staff including Finance; Risk and Governance; People and Culture; Public Affairs.

External to the organisation, the position is required to liaise with:

- Families, Carers and other service users
- External Medical Health Officer
- Community Health sectors
- Hospitals
- Early Year's Service providers
- Referral Agency staff
- Department of Education
- Department of Health
- Municipal Association of Victoria
- Other agencies, community organisations, Government departments as required

## 5. Key Responsibilities

### Planning and Development

- Assist the Manager Life Stages in planning future directions of the Maternal and Child Health and Immunisation Service, including planning for service development opportunities and the enhancement of service quality.

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- Conduct research (i.e. surveys and community consultation) to ascertain community needs, both short and long term and customer satisfaction regarding service delivery.
- Participate in relevant research projects with local universities and hospitals.
- Liaise with community groups/services in relation to service developments.

## Staff Direction and Support

- Ensure robust recruitment, orientation and ongoing training for Maternal and Child Health and Immunisation staff.
- Promote succession planning by providing leadership opportunities for staff.
- Ensure all correspondence, reports and discussion papers are timely, factual, comprehensive and professionally written.
- Provide staff supervision through regular team, centre and individual meetings.
- Manage staff leave, relief staff and maintain effective and efficient rostering system.
- Develop and maintain team culture.
- Manage timely and complete information requests and notification of mandated cases and support staff accordingly.
- Provide clinician and hands-on support as required to meet the demands of the service and assist the team.
- Provide support to first year Maternal and Child Health Nurses for their transition to MCH practice.

## Administration

- Plan, develop, manage and report on the Maternal and Child Health and Immunisation Budgets.
- Complete and submit relevant reports in a timely manner to Glen Eira Council and the Department of Health.
- Develop and manage systems to ensure the smooth and efficient functioning of the Maternal and Child Health centres and Immunisation services including, but not limited to:
  - Staff movements, including annual leave and personal leave
  - Co-ordinate ordering of supplies
  - Facilitate maintenance of buildings, equipment and outside areas
  - Assess workloads and allocate staff accordingly.
  - Co-ordinate allocation of students.

## Occupational Health and Safety

- Quarterly workplace inspections
- Ergonomic assessments
- Emergency Evacuation
- Incident review
- Risk Assessment
- Implementation of Working in isolation policy
- CPR and First Aid updates

## 5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.

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- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures.
- Act compatibly with human rights and consider human rights when making decisions.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

## 5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Coordinator Maternal and Child Health and Immunisation:

- Service analysis, review and planning in accordance with the Department of Health's service agreement and State Government initiatives in Maternal and Child Health and Immunisation.
- Leadership, direction and staff support, including team development.
- Efficient day to day operation of the Services.
- Effective management of Maternal and Child Health and Immunisation budgets.
- Effective and efficient reporting.
- Service review and development to ensure responsiveness to community needs.
- Ensuring service is conducted in line with professional codes of practice and service contract.
- Ensure information is disseminated to team members.
- To direct team members in relation to day-to-day activities to ensure performance in accordance with the service agreement/contract.
- Recruitment of casual staff within established policies.
- Ability to work as a team member at all levels of the organisation.

## 5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Coordinator Maternal and Child Health and Immunisation:

- Guidance available from Manager Life Stages.
- Maintain overall responsibility and to make decisions in consultation with staff regarding the health and wellbeing of all children and families using the service.
- Report to Council and Maternal and Child Health and Immunisation Services Staff on any relevant issues concerning Department of Health.
- Co-ordinate the service in an appropriately professional manner and to alert the Manager Life Stages of any pertinent issues arising and options for strategic response and action.
- Advise guide and support staff as required, in the day-to-day management of their duties.

## 5.4 Management Skills

The following describes managerial skills required by the Coordinator Maternal and Child Health and Immunisation:

- Leadership skills in order to appropriately lead the Maternal and Child Health and Immunisation Services team.

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- Demonstrated staff supervisory skills.
- Demonstrated time management skills related to setting priorities, organisation of workload and timelines.
- Budget management skills for assistance in preparation of budget and resource management within set budget.
- Preparation of reports and/or correspondence in a timely, factual and comprehensive manner.

## 5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Coordinator Maternal and Child Health and Immunisation:

- Excellent written and verbal communication skills.
- Ability to discuss and resolve issues of concern to staff and services users.
- Non-judgmental attitude for dealing with the community.
- Ability to work as a team member at all levels of the organisation

## 5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Coordinator Maternal and Child Health and Immunisation:

- Understanding Maternal and Child Health and Immunisation services as part of the overall Community Wellbeing Directorate.
- Demonstrated knowledge of funding and service arrangements related to Maternal and Child Health and Immunisation Services.
- Demonstrated knowledge of specialist services for families and children.
- Demonstrated knowledge of issues facing families from differing cultures.
- Knowledge of specialist Maternal and Child Health and Immunisation database systems and computer operations

## 5.7 Qualifications and Experience:

- Registration with AHPRA as both a Division 1 Nurse and Midwife, with relevant Maternal and Child Health Nurse qualifications.
- Current Drivers' Licence.
- Current Employee Working with Children Check.
- Demonstrated experience working in Maternal and Child Health and Immunisation Services or related area.

## 6. Performance Review

The Coordinator Maternal and Child Health and Immunisation will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives, and reviewing and assessing achievements on a regular basis.

The Coordinator Maternal and Child Health and Immunisation may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

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## 7 Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Registration with AHPRA as both a Division 1 Nurse and Midwife, with relevant Maternal and Child Health Nurse qualifications.
- Management qualification or demonstrated willingness to undertake professional management education.
- Demonstrated experience working in Maternal and Child Health and Immunisation Services or related area.
- Demonstrated leadership skills in order to appropriately lead the Maternal and Child Health and Immunisation Services team.
- Demonstrated knowledge of funding and service arrangements related to Maternal and Child Health and Immunisation Services
- Demonstrated knowledge of current reforms, reports and issues impacting Maternal and Child Health and Immunisation Services.
- Excellent written and verbal communication skills
- Demonstrated knowledge of Early Childhood Sector.

## 8 Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence is desirable.
- The position is primarily located at Caulfield however the incumbent may be required to travel to other Council offices from time to time.