

Position Description

Position Title:	Maternal and Child Health Nurse
Classification:	Maternal and Child Health Nurse Year 1, 2, 3 or 4 (ANMF – Maternal & Child Health Award)
Business Unit:	Life Stages
Reports to:	Coordinator Maternal and Child Health and Immunisation
Approved by:	Manager Life Stages
Reviewed:	January 2026

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. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. 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.

Organisational Vision and Purpose

- Vision – *We are connected, collaborative and courageous. We lead for now and plan for the future.*
- Purpose – *We enhance our community's quality of life. We build our community's connection to place.*

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 provide a high quality Maternal and Child Health (MCH) service to families with children 0-6 years within the City of Glen Eira, that meets State and Local Government objectives and targets, works within the professional standards of practice, and aims to improve the outcomes for all children and families.

4. Working Relationships

Within the organisation, the Maternal and Child Health Nurse is required to liaise with the MCH Coordinator, the MCH Team Leaders, Life Stages department and staff across Council.

Externally, the Maternal and Child Health Nurse may communicate with Community Health Centres, Maternity Hospitals, Early Years of service providers, members of the public, Referral Agency staff, Department of Health, Medical Practitioners, Orange Door and Department of Education and Early Childhood.

5. Key Responsibilities

- Practice safely and competently according to the current Department of Health Maternal and Child Health framework and guidelines.
- Practice within the Glen Eira MCH service delivery model that is responsive, flexible, and accessible to the individual needs of children and families.
- Ability to work across our service which includes seven MCH centres, and if required in Outreach, Enhanced, Breastfeeding Support, Parent Education and administration.
- Identify children and families experiencing vulnerability, provide health and safety information and facilitate early intervention through engagement with services.
- Work in partnership with families by providing an intersectional approach to optimise health, wellbeing, safety, learning and development for the child.
- Provide gender inclusive and culturally safe practices that are sensitive and responsive to diversity in children and families.
- Deliver evidence informed, health promotion and early intervention strategies to optimise health, wellbeing, safety, learning and development outcomes.
- Work in collaboration and partnership to improve the continuity of care across maternity, neonatal, health and family support services and within early years settings.
- Work with the local community to strengthen community capacity.
- Maintain all records accurately and confidentially as required.
- Participate in meetings, professional development, clinical supervision and perform other duties as required by the Coordinator MCH and Manager Life Stages.

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- Participate in special projects (e.g. student supervision, skills development, sub-committees) which are complementary to the Glen Eira service.
- Support the MCH Graduate Program.

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 aligns with Council values, promotes psychological safety and 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;
- Contribute to the effective protection of Council in accordance with the Council's Risk Management Framework and Policy, the Fraud and Corruption Policy and Fraud and Corruption Control System.
- 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 Maternal and Child Health Nurse:

- This position is responsible for the efficient and safe operation of the Maternal and Child Health Centre and buildings
- The ability to work independently and within a team environment.
- Accept accountability for decisions, actions, behaviours and responsibilities inherent in their role.
- Provide evidence informed health promotion and early intervention strategies that meets MCH practice guidelines and frameworks to optimise health, wellbeing, safety, learning and development outcomes.
- Comply with the current Department of Health Maternal and Child Health framework and all relevant legislative acts.

5.3 Judgement and Decision Making Skills

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

- Use specialist knowledge and skills to identify and solve problems and make professional decisions and judgments regarding Maternal and Child Health practices and when to make referrals.
- Guidance from the Team Leaders and/or Coordinator MCH for secondary consultation purposes in cases of suspected child abuse, critical incidents or family violence.

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5.4 Management Skills

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

- Demonstrated time management skills related to setting priorities, organisation of workload and timelines.
- Completion of centre tasks in a timely, factual and comprehensive manner.
- Proven ability to work as an effective team member.
- Demonstrated analytical, conceptual and problem solving skills.
- Ability to supervise students when required.

5.5 Interpersonal Skills

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

- Excellent written and verbal communication skills.
- Ability to listen effectively and respond in a non-judgemental manner.
- Ability to work as a team member with all levels of the organisation.
- Work in partnership with children and families utilising a strengths-based, culturally sensitive approach to support the best outcomes for the child.
- Encourage a culture of continuous improvement with a view to the development of innovative, responsive, flexible programs.
- Ability to discuss and resolve issues of concern to services users.

5.6 Specialist Skills and Knowledge

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

- Knowledge of current Maternal and Child Health practices and policies
- Specialised knowledge of normal child development and behaviour, and early intervention services for children
- Ability to assess the health status of the child and family, and to use family centred practice to assist families
- Ability to identify children and families experiencing vulnerability and provide support, information, safety assessment, advocacy and referral when necessary.
- An understanding of legislation relating to mandatory reporting of child abuse.
- An understanding of current issues, reviews and legislation that inform/ influence Maternal and Child Health practice.
- Accurate knowledge of immunisation requirements of children 0-6 years.
- Ability to design, implement and evaluate a variety of health education programs.
- Ability to manage and organise Maternal and Child Health centre activities, including setting priorities for practice.

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5.7 Qualifications and Experience:

- Current Registered Nurse (Div 1) and Registered Midwife with AHPRA with additional post graduate qualifications in Maternal and Child Health Nursing.
- Demonstrated registration requirements of The Nursing and Midwifery Board of Australia for continuing professional development.
- Demonstrated experience working in Maternal and Child Health Services or related area.
- Valid Victorian Drivers' Licence and road worthy vehicle.
- Current Employee Working with Children Check.

6. Performance Review

The Maternal and Child Health Nurse 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 Maternal and Child Health Nurse 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.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Current registration with Australian Health Practitioner Regulation Agency (AHPRA). As a registered nurse and midwife with additional Qualifications in Maternal and Child Health Nursing.
- Demonstrated knowledge of the Maternal and Child Health framework and guidelines.
- Demonstrated understanding of the importance of continuous quality improvement within Maternal and Child Health practice.
- The ability to work from a strengths-based, family centred approach.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check and Employee Working with Children Check.
- Victorian Drivers Licence and road worthy car is required.
- In accordance with Council's COVID-19 Protective Behaviours Policy, the incumbent will need to demonstrate evidence of approved COVID-19 vaccinations or authorised medical exemption.