



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Maternal and Child Health Nurse				
<b>POSITION NO:</b>	702480	<b>CLASSIFICATION:</b>	Nurse grade 4B Year 2		
<b>DIVISION:</b>	Community Wellbeing				
<b>BRANCH:</b>	Family, Youth and Children's Services				
<b>UNIT:</b>	Family Services				
<b>REPORTS TO:</b>	Maternal and Child Health Team Leader				
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	Yes	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	Yes

*Yarra City Council supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

### POSITION OBJECTIVES

The objective of the Maternal and Child Health Nurse position is to promote the comprehensive and focused approach for the promotion, prevention, early detection and intervention of physical, emotional or social factors affecting young children and their families in contemporary communities.

To support this goal, two further objectives regarding families and communities supporting children have been identified:

1. Enhance family capacity to support young children and address physical, emotional, social and wellbeing issues affecting young children.
2. Enhance community capacity to support young children and their families to address physical, emotional, social, and wellbeing issues affecting young children.

## **ORGANISATIONAL CONTEXT**

The Municipality is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organization is the introduction of best value framework with an emphasis on customer service and continuous improvement.

The Family, Youth and Children's Services Branch forms part of the Community Wellbeing Division. As a member of the Family, Youth and Children's Services team the incumbent is required to pursue Branch and Divisional goals through effective team work within the Branch/Unit and with colleagues in other branches and divisions, and by developing sound working relationships with a range of internal and external parties.

The Family, Youth and Children's Services Branch provides the following services:

- Children's Services (Family Day Care, long day care, kindergarten, central registration, occasional care and out of school hours)
- Family Services (including Maternal and Child Health)
- Service Planning and Development (Strategic planning, service enhancement, and support to services across the municipality)
- Youth Services

## **ORGANISATIONAL RELATIONSHIP**

<b>Position reports to</b>	Maternal and Child Health Team Leader
<b>Internal Relationships</b>	Family, Youth and Children's Services, and other Council departments.
<b>External Relationships</b>	Colleagues in other Local Government Areas Department of Human Services Victoria Hospital & Community Health Services Allied Health Services Children's Services Neighbourhood Houses

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **1. Service Delivery**

- Encourage and welcome participation by women prior to the birth of their baby
- Fulfil statutory responsibility by responding to birth notifications received by initiating contact with the family and offering a home visit
- Follow the recommended schedule for maternal and child health promotion and surveillance at key developmental stages providing a service that meets requirements to achieve state and local government goals and priorities
- Obtain informed consent of and promote immunisation in accordance with NHMRC guidelines
- Promote and encourage breast-feeding for the first year of life.
- Recognise and enhance the role of fathers and significant others for the wellbeing of the family
- Address parental needs and concerns by providing timely and appropriate non-judgemental advice on common health, development and behaviour problems
- Provide additional support to families at critical stages of development such as: birth of first child, toddlerhood, mother returning to work, separation or divorce, transition to school and bereavement
- Provide additional support for families where the child or parent has special needs or disability
- Identify families without established social support or with limited resources and provide the necessary support to empower the family to access appropriate support agencies
- As mandated, report children at risk of abuse to Department of Human Services write court reports and attend case conferences and court as required
- Advocate on behalf of parent or child as required
- Take a case-management role, if appropriate
- Identify parents and children with additional needs and provide appropriate intervention and or referral
- Facilitate continuity of care into and out of more intensive services
- Maintain accurate and confidential Centre-held and Child Health Records of each consultation
- Use accredited interpreter services when required
- Ensure that parent groups are held and encourage parent participation in the choice of issues for discussion
- Other duties as required to meet service demand to ensure the capacity to flexibly respond to needs of the service and community
- As delegated, support the Maternal Child Health Service and team to maintain high levels of service effectiveness and efficiency

## **2. Community and Professional Links**

- Establish, develop and maintain links with health and other relevant agencies to provide coordinated services for families
- Assess the suitability of, liaise with, refer to and receive referrals from relevant agencies
- Ensure continuity of care for families through a range of approaches.
- Inform the community of the range of services offered and the benefits of participation
- Be involved in relevant community activities

## **3. Centre Management and Administration**

- Provide a clean, welcoming, parent and child-friendly environment for the service.
- Ensure that the NHMRC guidelines for the control of infectious diseases in health care establishments are followed
- Take part in consultation with service users and key stakeholders as required
- Maintain confidentiality of client records within the requirement of the Information Privacy Act 2000 and the Health records Act 2001
- Utilise the CDIS nurse computer system for recording of client records
- Ensure that all records and reports required by Council and the DHS are submitted to the Coordinator within the required timelines
- Attend and actively contribute to staff meetings as required
- Work within a team environment across the municipality to provide a model of service delivery that is flexible and responsive to identified individual, family and local community needs

#### **4. Professional Development**

- Participate in a process of continuous improvement of personal performance through staff appraisal and/or peer review.
- Participate in a range of training opportunities to optimise professional skills
- Participate in group supervision as provided for the MCH nurses within Yarra council
- Participate in projects, including Federal and State Government policy development, relevant to service enhancement
- Participate in providing educational services to tertiary students from relevant disciplines

#### **5. Research**

- Participate in relevant research projects that will impact either on the role of the Maternal and Child Health Nurse, service delivery or service users
- Apply the findings of relevant research to service delivery

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The incumbent is:

- Directly accountable to the Maternal and Child Health Nurse Team Leader and Yarra council for efficient and effective service delivery in a centre or home context in line with policies and procedures
- Accountable for ensuring Program Standards and Quality System requirements are implemented and for monitoring and accurately inputting of data to assist with the collating statistics
- Ability to exercise initiative and make decisions in routine and procedural matters inclusive of signing of external correspondence relating to clients
- Required to liaise with the Maternal and Child Health Nurse Team Leader on an ongoing basis regarding decisions that will impact on user satisfaction with the service

#### **Safety and Risk**

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.

- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act 2005* and have robust policies and procedures in order to meet this commitment.

### **Sustainability**

Embrace the following Sustaining Yarra principles through day to day work:

- Protecting the Future
- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

### **Yarra Values**

Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:

- Accountability
- Respect
- Culture

## **JUDGEMENT AND DECISION MAKING**

The Maternal and Child Health nurse is expected to make decisions independently in all aspects of clinical practice and use a scientific problem-solving approach, known as the nursing process, to assess, plan, implement and evaluate care and health outcomes for families. The uniqueness of the concerns of each family requires a high level of creativity, originality and innovation in appropriately solving problems and obtaining the best outcomes. Formal referrals are made to other professionals and agencies. Matters of a particular sensitive nature including notifications to Child Protection should be brought to the attention of the Team Leader.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Skills and competency in child health, development and behaviour to support the growth and wellbeing of children from birth to school age
- Skills in the provision of and monitoring maternal health and wellbeing particularly in the post-natal period and the wellbeing and functioning of the family as a unit
- Demonstrated interpersonal communication skills to engage with parents and young children with the capacity to relate effectively with families of diverse socio-economic and Culturally and Linguistically Diverse (CALD) communities inclusive of newly arrived refugees
- Ability to work in a team environment to provide a flexible and responsive service to meet identified community need with other staff members in a constructive and co-operative manner

## **MANAGEMENT SKILLS**

- Ability to manage time effectively, setting appropriate priorities, plan and organise relevant activities within in an environment of change and conflicting

demands and in consultation with the Maternal and Child Health Nurse Team Leader

- Ability to write appropriate reports, maintain up-to-date factual client files and collect accurate service statistics
- Ability to problem solve through discussion, negotiation and teamwork.

### **INTERPERSONAL SKILLS**

- High level of verbal and written communication, negotiation, consultation and liaison skills
- Ability to be flexible, energetic, creative and take initiative where appropriate
- Ability to engage with clients who are difficult and resistant to make change
- Non-judgemental attitude and an ability to work responsively with people

### **QUALIFICATIONS AND EXPERIENCE**

- Current registration with APHRA as both a Division 1 Registered Nurse and Midwife, with relevant Maternal and Child Health Nurse qualifications
- Computer skills and use of Maternal and Child Health data base system
- Ability to speak a community language; desirable

### **KEY SELECTION CRITERIA**

#### *Communicate Effectively*

- Effectively communicates verbally and in writing, seeks clarification if necessary of messages being communicated

#### *Focus on the Customer*

- Provide quality customer service to clients, seeking to understand and meet needs utilising a strength based approach and by using the Best Interests Framework to guide practice

#### *Strive for Excellence*

- Sets high standards, takes action to rectify problems, goes above and beyond to achieve business objectives

#### *Take Accountability*

- Holds self an accountable for achieving results; constantly measures, monitors and evaluates outcomes

#### *Technical*

- Demonstrated commitment and enthusiasm in providing child focused, family centred care to vulnerable and at-risk families in an outreach capacity

#### *Works Well in a Team*

- Contributes to team effectively, adds value to team activities and encourages a supportive team environment