



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Graduate Maternal and Child Health Nurse			
<b>POSITION NO:</b>		702490	<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 Nurse 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 committed to being a child safe organisation and 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 City of Yarra Maternal and Child Health Service is committed to investing in the future MCH workforce by providing support to newly graduated MCH Nurses in their transition from novice to independent practitioner.

The Graduate MCH Nurse role is designed to support newly graduated nurses in the clinical area and to provide opportunities for consolidation of theory and refinement of clinical skills. The program consists of clinical and theoretical components which include those areas defined as major practice requirements for beginning practitioners in the MCH Service.

The framework for the provision of the Maternal and Child Health (MCH) Service is guided by the following overarching goal:

*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, and 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.<sup>1</sup>

## **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.

The Family and Children's Services Branch forms part of the Community Wellbeing Division. As a member of the Family 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 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)
- Maternal & Child Health, Family Services and Playgroups Service
- Service Planning and Development (Strategic planning, service enhancement, and support to services across the municipality)
- Youth Services

## **ORGANISATIONAL RELATIONSHIPS**

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

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<sup>1</sup> Department of Human Services 2004, *Future directions for the Victorian Maternal and Child Health Service*, Early Years Unit, Melbourne

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **1. Service Delivery**

The use of Health Surveillance to monitor, assess and promote the health, growth, Development and social skills of young children 0-6 years including physical, social and emotional and intellectual status.

- 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.
- 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 well-being 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,.
- Advocate on behalf of parent or child as required.
- 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..
- Other duties as required to meet service demand to ensure the capacity to flexibly respond to needs of the service and community.

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

- Awareness of links with health and other relevant agencies to provide co-ordinated services for families.
- Assess the suitability of, liaise with, refer to and receive referrals from relevant agencies or refer to permanent MCH nurse.
- 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.
- To provide community education sessions relevant to community agencies and groups

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

- Maintain confidentiality of client records within the requirement of the Privacy and Data Protection Act 2014 (VIC) and the Health records Act (2001).
- Maintain appropriate records on the client health record (CDIS)
- 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
  - Attend and actively contribute to staff meetings and training as required.

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

- Participate in the City of Yarra MCH 'Transition to Practice' program, including the professional development opportunities, mentoring sessions and evaluation of the program throughout the year.
- Participate in a range of training opportunities to optimise professional skills, including external Clinical Supervision.
- Support the participation of projects, including Federal and State Government policy development, relevant to service enhancement within the municipality.

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

The incumbent is:

- Directly accountable to the MCH 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 MCH Program Standards and Quality System requirements are implemented, and for monitoring and accurately inputting data to assist with the collating statistics
- Able to exercise initiative and make decisions in routine/procedural matters
- Required to liaise with the MCH Team Leader on an ongoing basis regarding decisions that will impact on user satisfaction with the service.
- Required to escalate all child safety concerns to the MCH Team Leader prior to a Child Protection notification being made

#### ***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:
  - Respect

- Teamwork
- Innovation
- Sustainability
- Accountability
- Integrity

## **JUDGEMENT AND DECISION MAKING**

The M&CH nurse is expected to make decisions independently in all aspects of clinical practice and use a scientific problem-solving approach. As a graduate role, a key aspect of the learning component will be supporting the nurse to develop and hone their ability to make independent and thorough judgements and decisions. Over the contract period, the graduate will be mentored on 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. It is expected that Graduate will be supported to develop these skills. Matters of a particularly sensitive nature including notifications to Child Protection should be brought to the attention of the MCH Team Leader.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Current Victorian Nurses Board registration as a nurse registered in Division 1 with additional qualifications in Midwifery and Maternal and Child Health (mandatory)
- Maintain professional knowledge and skills to ensure that an efficient and effective Maternal and Child Health Service is provided.
- Skills and competency in assessing child health, development and behaviour as consistent with the expectations of a novice practitioner.
- Comprehensive knowledge of conditions and issues that may affect maternal health and wellbeing and families in contemporary society.
- 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 and vulnerable families.
- 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
- knowledge of immunisation procedures and Australian Immunisation Schedule
- Comprehensive understanding of the Competency Standards for the MCHN in Victoria (2010.)

## **MANAGEMENT SKILLS**

- Ability to manage time effectively, setting appropriate priorities, plan and organise relevant activities within in an environment of change and conflicting demands, in consultation the MCH Team Leader

- To maintain accurate, confidential and up to date records as required by Council and Government funding bodies using designated software programs. i.e CDIS
- To contribute to the overall administration of the designated M&CH centre, including supervision of centre cleaning, occupational health and safety requirements and security of the building.
- Provide prompt, accurate, courteous and consistent service when dealing with citizens and ensure that all obligations, agreements and deadlines are met whilst always seeking positive outcomes for those dealing with the Yarra City Council.

## **INTERPERSONAL SKILLS**

- High level of verbal and written communication, negotiation, consultation and liaison skills when dealing with clients, community members and City of Yarra staff
- Ability to be flexible, energetic, creative and take initiative where appropriate.
- Ability to engage with clients who are resistant to make change
- Non-judgemental attitude and an ability to work responsively with people.
- Demonstrates understanding of others viewpoints
- Looks for opportunities for service improvement
- Identifies problems and finds solutions

## **QUALIFICATIONS AND EXPERIENCE**

- Current registration with Australian Health Practitioner Regulation Agency (AHPRA) as both a Division 1 Registered Nurse and Midwife, plus relevant Maternal and Child Health Nurse qualifications
- The role is designed solely for MCH Nurses who have graduated in the past two years, and have not held a permanent MCH Nurse position
- Current driver's license and access to comprehensively insured vehicle
- Current Working With Children Check

## **KEY SELECTION CRITERIA**

- Demonstrated commitment and enthusiasm in providing child focused, family centred care in the community setting.
- Ability to provide quality customer service to internal and external customers seeking to understand and meet needs
- Actively contributes to team effectively, adds value to team activities, encourages a supportive team environment
- Ability to hold self accountable for achieving results; constantly measures, monitors and evaluates outcomes
- Effectively communicates verbally and in writing, seeks clarification if necessary of messages being communicated
- Sets high standards, takes action to rectify problems, goes above and beyond to achieve business objectives