

POSITION DESCRIPTION

POSITION TITLE:		Maternal and Child Health Nurse			
POSITION NO:		702480	CLASSIFICATION:		Nurse Grade 4B Year 2
DIVISION:		Community Wellbeing			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Family Services			
REPORTS TO:		Maternal and Child Health Nurse Team Leader			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	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 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, 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.¹

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

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

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.

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

- 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.
 - To initiate and participate in research as required
 - To preceptor MCH students and new graduates
 - To perform other duties as required

4. Professional Development

- Participate in a range of training opportunities to optimise professional skills.
- Support the participation of projects, including Federal and State Government policy development, relevant to service enhancement within the municipality.
- Participate in providing educational services to tertiary students from relevant disciplines as required.

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 and procedural matters, inclusive of signing external correspondence relating to client referrals or activities 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.

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, 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 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.
- Highly developed skills and competency in assessing child health, development and behaviour 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
- Immunisation certificate and knowledge of immunisation procedures and vaccine request as per NHMRC.
- Knowledge of State policy directions including the, Victorian Early Years Learning and Development Framework (VEYLDF) 2016.
- 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 and in consultation the 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 be responsible for 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
- Current driver's license and access to comprehensively insured vehicle
- Current Working With Children Check

KEY SELECTION CRITERIA

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