



POSITION DESCRIPTION

POSITION TITLE:		Team Leader Maternal and Child Health Services			
POSITION NO:		100623	CLASSIFICATION:		Registered Nurse Grade 4B Year 2
DIVISION:		Community Wellbeing			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Family Services			
REPORTS TO:		Maternal and Child Health Coordinator			
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.

This position is required to provide evidence of COVID-19 vaccination. We will work with individual to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVE

The Team Leader Maternal and Child Health leads the day to day delivery of the universal maternal and child health service at the direction of the MCH Coordinator.

The key objectives are to support the MCH Coordinator and undertake responsibilities as delegated by the MCH Coordinator:

- To provide effective operational management, leadership and supervision for the universal maternal and child health team through strength based, integrated and collaborative models.
- To ensure the MCH Universal service operates in accordance with organisational policies, legislation, program standards and guidelines.

- To provide timely advice and recommendations to the Maternal and Child Health Coordinator on current and emerging needs and issues impacting the MCH Universal Service team and service.
- actively participate and collaborate with the broader Family Services and Family Youth and Children's services leadership teams in service planning, development and implementation of key strategies.

ORGANISATIONAL CONTEXT

The City of Yarra has a long and highly respected history in the provision and support of Family Youth and Children's Services. Yarra is an inner city municipality with an extremely diverse and sometimes polarised community. Community expectations and needs in regard to planning for Family Youth and Children's Services are varied and often complex relating to, economic, social and political and community considerations.

The Family, Youth and Children's Services Branch forms part of the Community Wellbeing Division that contributes directly to the achievement of organisational goals.

As part of the Family, Youth and Children's Service's branch, this leadership role is required to support Branch, Divisional and Corporate Goals in the delivery of contemporary and relevant services while contributing in the strategic planning and innovating for the future.

Furthermore, the incumbent is expected to provide leadership within the MCH Service and at the direction of the MCH Coordinator, develop sound working relationships with a range of internal and external parties.

The Family, Youth and Children's Services Branch consists of the following units:

- Family Services: Family Support, Maternal and Child Health and Enhanced Maternal and Child Health, Family Programs and Inclusion, Playgroups, and Immunisation Service.
- Children's Services: Long day care, Kindergarten, Central Registration, Occasional Care, Out of School Hours, Vacation Care, Pre School Advisor and Educational Leader.
- Service Planning and Development: Strategic planning, service enhancement, quality assurance processes, professional development & training, Policy development and resources and support services across the municipality.
- Youth and Middle Years Services: Planning and provision of a range of supporting, developmental and skill based services for young people in line with Council's Youth Strategy. Current work is progressing to plan and develop effective and innovative solutions to meet the growing needs of young people in the middle years (8-12 years).

ORGANISATIONAL RELATIONSHIPS:

Position reports to: Maternal and Child Health Coordinator

Position Supports and Supervises: Maternal and Child Health Nurses (Universal service)

Internal Relationships: The incumbent liaises with management and staff at all levels within the organisation. On a regular basis the incumbent will work closely with program and team leaders across the various programs and services provided across the Branch and Division.

External Relationship: The incumbent is required to maintain a professional relationship with a range of Health and Government agencies, private sector bodies, external service providers, suppliers, residents and ratepayers.

KEY RESPONSIBILITIES AND DUTIES

Service Delivery

- Under the direction of the Maternal and Child Health Coordinator leads the universal MCH team in the daily provision of services.
- Ensures adequate resourcing and delivery of services that are responsive to the diverse needs of children and families across Yarra.
- The MCH Team Leader will provide clinical service when and where necessary to assist with the resourcing of the service.
- Ensure the planning, practice and delivery of MCH services are aligned to and consistent with relevant legislation, program standards and guidelines and organisational policies and procedures.
- Develop, maintain and enhance referral pathways and integrated service delivery to optimise outcomes for Yarra's children and families.
- Establish and maintain effective and efficient service delivery through the implementation of family centred practice and a commitment to quality and continuous improvement.
- Ensure staff are adequately inducted to, and use data and client management systems, and complete data reporting and monitoring on the universal MCH service.
- Assist the MCH Coordinator in the preparation, monitoring and management of the program budget to ensure optimum use of resources and provide regular and timely reports to the MCH Coordinator and Coordinator Family Services.
- At the direction of the MCH Coordinator, promote the work and role of the MCH team and service within Council, throughout the sector and to the Yarra community.

Planning and Service Development

- Support the achievement of Council, Branch, unit and service objectives through the successful leadership of the MCH Universal service.
- Participate in advisory and consultative structures as directed by MCH Coordinator to contribute to the strategic direction for the MCH team ensuring the seamless approach to strengthening support services and programs to young families.
- To maintain an effective evaluation program through efficient community consultation and feedback to foster continuous improvement.
- In consultation with the MCH Coordinator, manage MCH staff resources to allow each team member to have the opportunity to contribute and implement new initiatives for young families.

People Management

- Demonstrate leadership and managements skills and a commitment to Yarra's Values in the performance of this role.

- Lead and mentor each team member to deliver effective responsive and accountable MCH services.
- Ensure consistent and accurate interpretation and application of council's Human Resource Management policies and practices and promote the maintenance of safe work environments and practices in line with Occupational Health and Safety regulations.
- Support the MCH Coordinator in recruitment, selection and induction processes to resource the MCH service.
- In consultation with the MCH Coordinator, ensure performance planning, performance management and review processes are in place and recommend professional development for team members in line with agreed priorities and objectives.
- In consultation with and at the direction of the MCH Coordinator, Initiate and manage job and work redesign opportunities to ensure job satisfaction and high levels of service effectiveness, efficiency and competitiveness.
- Facilitate a dynamic work environment, which encourages a team approach to tasks and responsibilities.
- Ensure the opportunity for clinical supervision is delivered to the MCH team in a timely and effective manner by appropriately skilled and qualified practitioners.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Team Leader of MCH Universal Service is directly accountable to the MCH Coordinator.
- The incumbent will provide advice, guidance and support to Universal Service staff in the delivery of day to day services. To this end the incumbent has the autonomy to act on all day to day matters relating to the Universal service. and Those activities relating to the position objectives, including direction of staff, authorisation of expenditure within budget parameters and Council delegation's framework are to implement in collaboration with the MCH Coordinator.
- The Team Leader of MCH will partner with the MCH Coordinator on an ongoing basis to support and enable informed strategic and forward planning. The incumbent will provide feedback to the MCH Coordinator in a timely manner on issues and decisions that may have an impact on outcomes and/or the overall functioning of the Maternal and Child Health Service, unit or branch.

Safety & 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.
- Provide general training and information on the Risk Management Plan in the Induction for new staff.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Ensure consultation with staff on OH&S issues as early as practicable and include Safety and Risk in all team meeting agendas.

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
 - Courage

JUDGEMENT AND DECISION MAKING

The position is required to make decisions ranging from those associated with day to day matters and in consultation with the MCH Coordinator consider and recommend more complex issues regarding policy development and implementation which requires high degree of analysis and innovation. Matters of a particularly sensitive nature should be brought to the attention of the MCH Coordinator in a timely manner.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated experience, knowledge and competence of MCH program standards, frameworks, guidelines and service requirements.
- Demonstrated knowledge of issues relating to the provision of MCH services and of current policy issues, innovation and initiatives within the MCH sector.
- Knowledge of and commitment to family centred practice.
- Ability to successfully manage and maintain data and information systems, specifically Child Information Development System, and be able to prepare timely and accurate reports to inform service planning and trend analysis to support the delivery of the universal MCH service.
- Ability to identify, recommend and initiate improvements to MCH Services.

MANAGEMENT SKILLS

- Ability to plan, prioritise and organise work, individually and across the team in an environment of competing demands and change.
- Well-developed leadership, motivation and people management capabilities.
- Ability to solve problems through discussion, negotiation and teamwork.
- Address staff and client complaints and grievances in a timely and appropriate manner and ensure effective investigation and documentation is completed as required under the relevant legislative frameworks to inform and support the delivery of solutions and outcomes.
- Ability to contribute to the strategic directions of the Maternal and Child Health Service.

INTERPERSONAL SKILLS

- Highly developed written and verbal communication skills.
- Ability to lead and motivate staff to achieve organisational objectives in an environment of mutual respect and professional integrity.
- Ability to gain the co-operation and assistance from a range of people within and external to the organisation
- Evidence of leadership and motivational abilities in a complex, fast changing, competitive environment.
- Well-developed problem solving skills.
- Skills in negotiation, consultation, collaboration and networking.
- Ability to work effectively as part of a team.

QUALIFICATIONS & EXPERIENCE

- Registration with the Nursing and Midwifery Board of Australia as both a Registered Nurse (Division 1) and Midwife, with additional qualification: a post graduate/diploma, or equivalent, in Maternal and Child Health Nursing
- A current Victorian Drivers Licence
- Considerable experience in MCH service delivery
- Experience in the leadership and supervision of MCH teams
- Experience in the planning and delivery of services
- Knowledge of relevant data and information systems and computer skills to effectively operate and maintain these.

KEY SELECTION CRITERIA

1. Experienced maternal and child health nurse with demonstrated leadership experience.
2. Leads positive culture, drives innovation and continuous improvement within a team. Has a commitment to working collaboratively within and across teams.
3. An understanding of the importance of working with a family centred approach within a public health service. Sound understanding of the social context of child abuse and neglect, and experience in using current theoretical approaches to support positive outcomes for children.
4. Ability to lead and coach staff, is strength based, and is able to develop and support staff development of individuals' knowledge, skills and capabilities so job roles are performed effectively.
5. Culturally aware, respects and values strength and diversity in all its forms. This will include the provision of leadership to work with families of diverse socio-economic and culturally and linguistically diverse (CALD) communities inclusive of newly arrived refugees.