



POSITION DESCRIPTION

POSITION TITLE:	Maternal and Child Health Nurse				
POSITION NO:	702487	CLASSIFICATION:	Registered Nurse Grade 4B Year 2		
DIVISION:	Community Strengthening				
BRANCH:	Family, Youth and Children's Services				
UNIT:	Maternal and Child Health Service				
REPORTS TO:	Team Leader Maternal and Child Health				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council is 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.

The framework for the provision of the Maternal and Child Health 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

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

ORGANISATIONAL CONTEXT

The City of Yarra is an inner city community of 67,000 residents. The City has a large industrial and commercial sector, a unique blend of cultures, socioeconomic features and retail precincts.

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, Youth and Children's Services Branch forms part of the Community Programs 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, 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)
- Maternal and Child Health and Family Services
- Service Planning and Development (Strategic planning, service enhancement, and support to services across the municipality)
- Youth Services
- Financial and Crisis Counselling

ORGANISATIONAL RELATIONSHIPS:

Position reports to: Team Leader Maternal and Child Health

Internal Relationships:- Family and Children's Services and other Council departments.

External Relationships:- Colleagues in other Local Government areas,
Department of Human Services Victoria
Hospital and Community Health Services
Allied Health Services
Children's Services
Neighbourhood Houses

KEY RESPONSIBILITIES AREAS and DUTIES:

Service Delivery

In consultation with the Team Leader Maternal and Child Health

- Work to meet short and long term operational needs to maintain service quality and provision across the municipality.
- 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 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 Families, Fairness and Housing, 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

1. Community and Professional Links

- Establish, develop and maintain 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.
- 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.

2. 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 MCH online database system for recording of client records.
- Ensure that all records and reports required by Council and the Department of Health are submitted 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.

3. 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.

4. Research

- Participate in relevant research projects that will impact either on the role of the MCH 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 Team Leader Maternal and Child Health 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 Coordinator Family Services 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.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community. Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Our Values

Yarra is committed 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 MCH 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 should be brought to the attention of the Team Leader Maternal and Child Health. The Team Leader Maternal and Child Health is to be informed of all notifications to the Department Families, Fairness and Housing where a belief has been formed that a child is at risk of harm.

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 the Team Leader Maternal and Child Health.
- 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

- Must hold current registration as both a registered nurse and registered midwife with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a recognised qualification in maternal and child health nursing.
- CDIS computer skills;
- Ability to speak a community language (desirable)
- Current driver's license.

KEY SELECTION CRITERIA

- Knowledge of current issues of child health, development and behaviour and awareness of State and policy directions.
- Ability to demonstrate a knowledge and understanding of the Maternal and Child Health Service Program Standards.
- Demonstrated skills in providing a Maternal and Child Health service in flexible and diverse surroundings, particularly with people from non-English speaking backgrounds.
- Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands.
- Demonstrated ability to work in a team with other staff and community groups and solve problems in a constructive and co-operative manner.
- Demonstrated ability to work individually and make decisions with minimal supervision.