



POSITION DESCRIPTION

POSITION TITLE:		Enhanced Maternal and Child Health Nurse			
POSITION NO:		702493	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 Coordinator			
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.

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

POSITION OBJECTIVES

- To provide flexible actions and interventions to families who would benefit from targeted support.
- To respond assertively to the needs of children, mothers and families at risk of poor outcomes. To provide a more intensive level of support to those with additional needs, in the form of targeted actions and interventions.
- To provide services in accordance with the Department of Health Guidelines and Standards for Maternal and Child Health.

- To work collaboratively with the universal Maternal and Child Health and broader Family Services team.

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 Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

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 regarding planning for Family Youth and Children's Services are varied and often complex relating to, economic, social, political and community considerations.

The Family Youth and Children's Services Branch forms part of the Community Programs Division that contributes directly to the achievement of organisational goals. As a senior member of the Branch management team the incumbent is required to pursue Branch, Divisional and corporate goals in the planning and development of a family youth and children's service system for Yarra. Furthermore, the incumbent is expected to provide leadership within the Branch and 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, Immunisation and the Family Programs and Inclusion.
- Children's Services: Long day care, Kindergarten, Central Registration, Occasional Care, Out of School Hours, Vacation Care, Pre School Advisor and Quality Liaison Officer.
- Service Planning and Development: Strategic planning, service enhancement, quality assurance processes, professional development and 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 RELATIONSHIP

Position reports to: Maternal and Child Health Coordinator

Internal Relationships: The incumbent liaises with colleagues at all levels within the organisation.

Daily the incumbent will work closely with team members across Family Youth and Children's Services.

External Relationships: The incumbent is required to negotiate and maintain a professional relationship with a range of agencies in the day-to-day engagement required to fulfil the obligations and responsibilities of this role. These agencies include:

- Other local councils
- Hospital and Community Health Services
- General Practitioners
- Allied Health Services
- Education and Care Providers
- Child First and Child Protection Services
- Residents and service users

KEY RESPONSIBILITY AREAS AND DUTIES

Delivery of the Enhanced Maternal and Child Health Service

In consultation with the Maternal and Child Health Coordinator:

- Provide a focused and intensive level of support for vulnerable families at risk of poor health and wellbeing outcomes and considered eligible under the Enhanced Maternal and Health guidelines.
- To complete ongoing assessments of the safety and wellbeing of children.
- Consult with the Maternal and Child Health Coordinator in cases of serious and unacceptable risk.
- As mandated, report children at risk of physical and sexual abuse to Child Protection.
- To respond in a timely manner to referrals of families for the Enhanced Maternal and Child Health program.
- As part of the Enhanced Maternal and Child Health program ensure the recommended schedule for maternal and child health key ages and stages are completed.
- To promote immunisation in accordance with national guidelines and support participation if required.
- Identify and refer to other services to meet the identified needs of the family.
- To provide additional support for families where the child or parent has significant special needs or disability.
- To maintain accurate and confidential History records and to communicate regularly with the referring MCH nurse.
- Use accredited interpreter services when required.

Community and Professional Links

- To establish, develop and maintain links with health and other relevant agencies and to provide co-ordinated services for families.
- To assess and if appropriate refer to relevant agencies.
- To ensure continuity of care for families through a range of approaches.

Management and Administration

- To accept referrals from the Maternal and Child Health Service and other delegated sources and assess needs of referred family.
- To plan, develop, implement and evaluate the Enhanced Maternal and Child Health program in consultation with the Maternal and Child Health Coordinator.
- To maintain confidentiality of client records.
- To ensure that all records and reports required by Council and the State Government are completed within the timeframe outlined in the relevant policies and procedures.

Professional Development

- To participate in a process of continuous improvement of personal performance through staff appraisal and/or peer review.
- To participate in a range of training opportunities to optimise professional skills.
- Participate in external supervision.
- Participate in supervision with the Maternal and Child Health Coordinator.
- Participate in providing preceptorship for Maternal and Child Health students on council placement.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent is:

- Directly accountable to the Maternal and Child Health Coordinator for efficient and effective service delivery in line with relevant 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
- Able 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 Coordinator 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
 - Courage

JUDGEMENT AND DECISION MAKING

The Enhanced 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 particularly sensitive nature should be brought to the attention of the Maternal and Child Health Coordinator.

The Maternal and Child Health Coordinator is informed of all notifications to Child Protection 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.
- Familiar with Enhanced Maternal and Child Health guidelines

- Competent with child and family screening tools, for example Brigance or Edinburgh, MARAM assessment
- Demonstrated knowledge and skills to engage with high-risk families.
- Demonstrated knowledge of family dynamics and its impact on the child and the application of objective strategies to address identified issues.
- 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
- A demonstrated knowledge of Child Development Information System (CDIS).
- Ability to contribute to the planning and development of the Enhanced Maternal and Child Health Service.
- Skills in negotiation, consultation and networking, and sound knowledge of relevant networks.

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 Maternal and Child Health Coordinator.
- 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 present with difficult behaviours and may be resistant to advice or change
- A respectful and open 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.
- Experience as a universal Maternal and Child Health and Enhanced Maternal and Child Health nurse.
- Current drivers' licence
- Ability to speak a community language is desirable

KEY SELECTION CRITERIA

1. Demonstrated ability to work individually and make decisions with minimal supervision, relevant to the needs of children and families based on the Maternal and Child Health guidelines and nursing and Midwifery Board of Australia (NMBA) professional codes and guidelines.
2. Focus on family. Demonstrated experience and commitment to being family centred and strength based. Clear understanding of influences on maternal, parenting and family wellbeing and illustrate a capacity to influence health outcomes.
3. Experience and/or demonstrated ability to consult and engage respectfully and effectively with parents and caregivers and to understand and prioritise the needs of the child.
4. Demonstrated capacity to work effectively in a team, add value to team activities and encourage a supportive team environment.
5. Respects and values strength and diversity in all its forms. This will include working with families of diverse socio-economic and culturally and linguistically diverse (CALD) communities inclusive of newly arrived refugees, LGBTIQ+ and community members with a disability.
6. Demonstrated knowledge and expertise in the following:
 - a. Ability to conduct comprehensive health assessment and screening of children birth to six years, including Key Age and Stage Framework.
 - b. Ability to provide flexible actions and interventions to families who would benefit from targeted support.
 - c. Ability to respond assertively to the needs of children, mothers and families at risk of poor outcomes. To provide a more intensive level of support to those with additional needs, in the form of targeted actions and interventions.