



POSITION DESCRIPTION

POSITION TITLE:		Maternal and Child Health Coordinator			
POSITION NO:		702481	CLASSIFICATION:		Registered Nurse Grade 4B Year 2
DIVISION:		Community Wellbeing			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Family Services			
REPORTS TO:		Coordinator Family Services			
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 triple dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVE

This role leads the provision of the Department of Health (DH) Maternal and Child Health Service within the City of Yarra. The key objectives are:

- To oversee and coordinate the delivery of a professional, efficient, and caring maternal and child health service for residents of Yarra City Council.
- To provide strength based, collaborative leadership for the maternal and child health team.
- To ensure the MCH service operates in accordance with organisational policies, legislation, program standards and guidelines.
- To lead a high quality service through continuous improvement, service planning and evaluation.

- Work collaboratively to develop, support and implement current and new service projects and initiatives including capital, information, systems and service improvement and integration projects.

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.

Working closely with the Coordinator Family Services the incumbent is required to pursue Branch, Divisional and Corporate Goals in the delivery of contemporary and relevant services while playing a key role in the strategic planning and innovating for the future.

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, 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: Coordinator Family Services

Position Supports and Supervises: Team Leader Maternal and Child Health
Enhanced Maternal and Child Health team
Other specialist roles, such as Sleep and Settling

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

- Leads the Maternal and Child Health Service ensuring adequate planning, resourcing and delivery of services that are responsive to the diverse needs of children and families across Yarra.
- Leads the enhanced maternal and child health service including management of referrals, intake, allocation and daily management of the enhanced team and service.
- Provides senior leadership to the team leader maternal and child health to support high quality service delivery and well supported team. The MCH Coordinator will provide clinical service when and where necessary to assist with the resourcing of the service.
- Ensure the planning, practice, delivery, monitoring and continuous improvement of maternal and child health 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.
- Establish and maintain effective MCH management systems to collect data, monitor and report on the performance of the service and take corrective action required to ensure financial and performance targets are met.
- Assist in the preparation, monitoring and management of the program budget to ensure optimum use of resources and provide regular and timely reports to the Coordinator Family Services.
- Prepare and provide detailed and timely information and advice to Coordinator Family Services and funding bodies as required under specified reporting requirements.
- Promote the work and role of the maternal and child health team and service within Council, throughout the sector and to the Yarra community.

Planning and Service Development

- Achieve Unit, Council and Branch objectives through the successful leadership of the maternal and child health team and service.
- Establish, maintain and participate in advisory and consultative structures to contribute to the strategic direction for the maternal and child health 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.
- Work collaboratively with Unit, Branch and Divisional colleagues to support enhanced service policy and planning outcomes.
- 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 maternal and child health 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.
- Inlead the recruitment, selection and induction processes to resource the maternal and child health service.
- 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.
- 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 maternal and child health team in a timely and effective manner by appropriately skilled and qualified practitioners.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Maternal and Child Health Coordinator Services is directly accountable to the Coordinator Family Services.
- The incumbent will provide advice, guidance and support to 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 service and those activities relating to the position objectives, including direction of staff, authorisation of expenditure within budget parameters and Council delegation's framework.
- The MCH Coordinator will partner with the Coordinator Family Services on an ongoing basis to support and enable informed strategic and forward planning. The incumbent will provide reports in a timely manner on issues and decisions that may have a major impact on outcomes and/or the overall functioning of the Family Services Unit and Family Youth and Children's Services 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.
- 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:
 - Respect
 - Accountability
 - 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 Coordinator Family Services consider and recommend more complex issues regarding policy development and implementation which require a high degree of analysis and innovation. Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Family Services in a timely manner.

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)
- Demonstrated experience, knowledge and competence of maternal and child health program standards, frameworks, guidelines and service requirements.
- Demonstrated knowledge of issues relating to the provision of MCH/EMCH services and of current policy issues, innovation and initiatives.
- Knowledge of and commitment to family centred practice.
- Ability to successfully manage and maintain data and information systems; specifically the Child Information Development System and deliver timely and accurate reports to inform service planning and trend analysis and to meet funding requirements.
- Ability to effectively engage and consult with community regarding the provision of the maternal and child health service .
- Ability to identify, recommend and initiate improvements to maternal and child health 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 develop implement and monitor the labour and operating budget.
- Ability to represent Council at public meetings on matters pertinent to maternal and child health service.
- Ability to contribute to the strategic directions of the Unit and Branch as a senior Branch member.

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 and networking.
- Ability to work effectively as part of a team.

QUALIFICATIONS & EXPERIENCE

- Current Victorian Nurses Board registration as a nurse registered in Division 1 with additional qualifications in Midwifery and Maternal and Child Health. Registration with the Australian Health Practitioner Regulation Agency –Nursing and Midwifery Board of Australia on both the Nurse and Midwife registers (mandatory)
- A current Victorian Drivers Licence (mandatory)
- Considerable experience in maternal and child health service delivery, including enhanced maternal and child health
- Experience in the leadership and supervision of MCH teams, including enhanced maternal and child health 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. Considerable experience in leading a maternal and child health service, including enhanced maternal and child health.
2. Leads positive culture, drives innovation and continuous improvement within a team. Has a commitment to working collaboratively within and across teams.
3. Demonstrates senior level of leadership and knowledge of understanding, prioritising and demonstrating the needs of the clients. Is able to set standards and practices for the best outcomes for clients, continuously strives to improve the clients experience, is strength based and outcome focused. This includes knowledge and practical experience in managing risk associated with the delivery of maternal and child health services.
4. 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.
5. Demonstrated leadership in staff management and supports the strengths and development of the team, plans and supports the development of individuals' knowledge, skills and capabilities so job roles are performed effectively.
6. 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.