



POSITION DESCRIPTION

Position Title:	MCH Universal Nurse		
Classification:	Nurse 1-4	Status	Casual
Group:	Community and Planning Services	Business Unit:	Community and Family Services
Reports to:	Team Leader – Maternal & Child Health		
Direct Reports:	NIL	Date:	September 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

Maternal and Child Health Service (MCH)

Council's MCH service supports children and parents/carers and our work is underpinned with the principles that children are valued members of our community in their own right. As such the needs of children and their families are an integral part of the planning, design and implementation of our services. Parents and carers are acknowledged as central to the health, wellbeing and development of their children and therefore we place a great emphasis on the consideration of the whole family in our services

POSITION OBJECTIVES

To provide for optimum health, growth and development of young children and their families by enabling them to make appropriate life style choices through the availability of information and support.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:



- Deliver the Universal Maternal and Child Health program within the guidelines and standards set by the Victorian Department of Health
- Monitor, assess, and promote the health, growth, development and social skills of young children 0 - 6 years, including physical, social/emotional and intellectual status.
- Make initial contact with parents of new babies and any follow up home visits as necessary.
- Conduct regular consulting sessions offering guidance and information on a wide variety of growth, development and child wellbeing, parenting, and family related issues.
- Provide counselling and support in a non judgmental, safe environment for individuals and families.
- Assess parents adaptation to parenthood, their coping ability and strengths, and work with them to plan ongoing strategies.
- Promote breastfeeding and provide information on nutrition for children, by offering information and assistance.
- Provide information and assistance on issues relating to women's health, including family planning, antenatal and post-natal care.
- Identify the type of support needed by the client/family and encourage the use of community resources.
- Facilitate the access and continuity of health care to families where children have additional needs.
- Recognise the rights and privileges of a child and the need for special safeguards, legal or otherwise, to protect her/his well being without distinction.
- Intervene or refer children/families to other services as necessary.
- Visit mothers of new babies in their homes where practical.
- Assess the need for health education programs, support services and support groups for individuals/families and, where resources permit, design and implement appropriate services and/or programs.
- Act as an advocate for children, parents, the community and the MCH Service as appropriate.
- be responsible for the smooth and efficient functioning of the M&CH Centre by attending to Centre needs, ordering supplies and maintaining equipment.
- Maintain confidential individual child/family profiles in a secure manner.
- Keep accurate records, i.e daily activities, enrolments and birth notifications.
- Prepare and provide reports if required for MCH Coordinator to feedback to Council and /or Department of Health.
- Responsible for the security of the centre.
- Maintains a safe environment and ensure centre hygiene.
- Participate in the development of the service's aims and objectives, to be used as a guide to planning, implementing and evaluating all aspects of the services.
- Identify and recommend maintenance and equipment requirements as they occur.
- Attend meetings relevant to Maternal and Child Health as required.
- Community Development and Liaison.
- Develop and maintain positive public relations and promotional program for the service and its activities. Communicate appropriate information to the general public and community services, organisations regarding maternal and child services.
- Participate in community education/health promotion programs where appropriate and as required.
- Facilitate the development of community support networks.
- Participate in neighbourhood service planning and coordinating groups as appropriate.
- Liaise and co-ordinate with other services in the local neighbourhood.
- Participate in or conduct nursing/other research, as required.
- Maintain expertise in Maternal & Child Health issues, practice and development.
- To ensure due care is exercised in the use of equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Deliver a high – quality family centred service to families, including participating in planning
- operate within the scope of practice as a Maternal & Child Health Nurse
- Identify and report in consultation with the Team Leader, any suspected child abuse, in accordance with legislative requirements
- Highlight potential risks within the service to the Team Leader
- Maintain confidential individual child/family profiles in line with Council Privacy Policies
- Maintain expertise in Maternal & Child Health issues, practice and development
- To ensure due care is exercised in the use of equipment issued or entrusted to you, and that proper maintenance is carried out on a regular basis
- Take reasonable care for your own health and safety and that of others affected by your action(s)

JUDGMENT AND DECISION MAKING

- The work is clearly defined and there are established procedures.
- Duties are carried out without direct supervision within the Council values and the relevant professional guidelines for nurses and midwives and the Universal Maternal & Child Health program.
- Using professional judgement make decisions regarding clinical practice within the program guidelines to assess each client and plan and implement actions to optimise outcomes for infants and children
- Contribute to and adhere to decision making and processes within the team

SPECIALIST KNOWLEDGE AND SKILLS

The following specialist skills are essential for this position:

- Highly developed clinical skills and demonstrated specialist knowledge/comprehension of normal child development and behaviour, with the ability to conduct a variety of health screening tests, and ability to plan and implement actions to optimise outcomes.

- Understanding of family dynamics and ability to interview and counsel parents/carers from a broad spectrum of socio-economic and cultural backgrounds on many sensitive issues including but not limited to depression, bereavement, crisis intervention, child abuse and domestic violence.
- Ability to assess the health and wellbeing status of the child and family, then plan and implement appropriate management with the client/parents.
- Ability to design, implement and evaluate a variety of health education programs.
- Accurate and up to date knowledge of Maternal & Child health guidelines, and immunisation requirements for children 0-6 years.
- Adherence to mandatory reporting requirements as a Maternal & Child Health nurse, including consultation with Team Leader when considering reporting an infant/child at risk

INTERPERSONAL SKILLS

- Well-developed verbal and written communication skills enabling effective interactions with a diverse range of families, communities, professionals and colleagues.
- Ability to work effectively as part of a multi-disciplinary team to achieve the best outcome for families
- Demonstrated ability to build strong relationships with a diverse range of clients, colleagues, services and professionals
- Assertiveness and negotiation skills in relation to advocating for clients
- Demonstrated ability to work with highly vulnerable clients in a non-judgmental way from a strengths based approach
- Ability to work collaboratively with other services agencies such as Child Protection, The Orange Door and other relevant Community services organisations
- Ability to work within the Council Values of Teamwork, Respect, Accountability, Communication and Customer Focus

MANAGEMENT SKILLS

- Ability to manage time, effectively prioritise, plan and organize work
- Ability to practice professionally at all times
- Assist in the ongoing development and evaluation of the Enhanced Maternal & Child Health Program
- Ensure accurate and timely completion of all records and reports required by Council and the funding body
- In conjunction with Maternal Child Health leadership team, implement policies and procedures for the Enhanced service
- Commitment to working in a team environment and collaborating with colleagues to optimize outcomes for clients
- Be able to adapt to the changing needs of the program and the community and contribute in a positive way

QUALIFICATIONS AND EXPERIENCE

Essential qualifications are: -

- Registered General Nurse, Midwife, Maternal and Child Health Nurse
- Registration with APHRA as General Nurse and Midwife
- Licences and permits required: - Current Victorian Driver's Licence

KEY SELECTION CRITERIA

- Demonstrated experience in providing a high standard of practice to children and their parents/carers in a MCH and home setting
- Excellent communication and engagement skills and understanding of the importance of building highly effective working relationships with families, colleagues and all relevant stakeholders
- In depth knowledge of child behaviour, development and family dynamics including the consideration of diversity
- Demonstrated knowledge of the service system and MCH nurse role in keeping children safe
- Excellent time management skills
- Demonstrated ability to work as part of a team and embrace the Council Values of Teamwork, Respect, Accountability, Communication & Customer Focus

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a casual position.

Pre-employment checks All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.