

## POSITION DESCRIPTION

<b>Position Title:</b>	Home Visiting Liaison Midwife		
<b>Classification:</b>	Midwife Home Liaison Officer	<b>Status</b>	Part Time
<b>Group:</b>	Community and Planning Services	<b>Business Unit:</b>	Community and Family Services
<b>Reports to:</b>	MCH Team Leader – Universal Home Visiting		
<b>Direct Reports:</b>	N/A	<b>Date:</b>	January 2026

## 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.

## POSITION OBJECTIVES

- Create and maintain effective communication between the hospital sector and Cardinia Shire's Maternal and Child Health Service.
- Ensure a coordinated approach to the referral of clients from the hospital sector to Cardinia Shire's Maternal and Child Health Service.
- Facilitate a continuum of care model by linking client families into Cardinia Shire's Maternal and Child Health Service.

## KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

***Specific support to MCH service, "Home Visiting Team" in their duties, including but not limited to:***

- Coordinate handovers from hospitals or relevant services to ascertain clients needs post discharge from hospital. Examples being but not limited to – Extended Postnatal Care; Special Care Nursery; Neonatal Intensive Care Nursery; Monash Children's at Home.
- Liaise with and create networks with the public and private hospital sectors.

- Follow-up with hospitals regarding incomplete and/or missing Birth Notifications, or other issues as they arise.
- Attend regular liaison meetings with maternity hospitals, particularly with the Extended Postnatal Care team.
- Conduct initial phone consultation with parent/primary carer to introduce service, make booking for initial newborn home visit and collect data as required.
- Conduct additional weight check if required to follow up concerns identified at the initial home visit.
- Always maintain and respect client confidentiality.
- Keep up to date with accurate data entry.

#### **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**

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- This position is directly responsible for liaison between Cardinia Shire's MCH Service and the hospitals referring into the service.
- The midwife is accountable for the quality, effectiveness and timeliness of the programs, projects, or work plans under their control.
- The employee is required to:
  - Work autonomously following clear objectives and
  - Regularly consult with the Home Visiting Team Leader or the MCH Coordinator as required.
- The employee has authority for:
  - Recording and inputting confidential information as transcribed by hospital staff.

- Making recommendations to the Home Visiting Team Leader and/or the MCH Coordinator.

### **JUDGMENT AND DECISION MAKING**

- Objectives of the work are clearly defined with established procedures and the duties are carried out with minimal supervision. Approval is required for deviations outside the established procedures.
- Guidance and advice is usually available, when and if required in time to make decisions.
- Position is required to solve problems using guidelines, professional knowledge or experience to streamline processes as required.
- Independent decisions can be made regarding work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Ability to competently use a computer and maintain up to date electronic data and case notes.
- Demonstrated assessment, counselling, advocacy and support skills in line with scope of practice as a midwife (0-6wks).
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Well developed understanding of different family values/cultures and their impact upon family functioning.
- Recent midwifery experience.

### **INTERPERSONAL SKILLS**

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required, both written and oral.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Demonstrated ability to liaise and network effectively with the hospital sector, colleagues in other municipalities and other employees within the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive, respectful relationships while representing Council in a positive, constructive and professional manner.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

### **MANAGEMENT SKILLS**

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Demonstrated capacity to operate effectively under demanding workloads and strict time constraints, while prioritising and managing multiple complex and concurrent tasks with competing priorities.
- Develop and implement processes and provide support to the organisation when change is

required.

- Ability to self-motivate, manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

### **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualification in midwifery.
- Demonstrated experience working in midwifery, and with families in a setting relevant to this position.
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- A current Working with Childrens Check.
- Use of own vehicle and current Victorian Drivers Licence.

### **KEY SELECTION CRITERIA**

- Qualifications, skills and experience as specified.
- Communication, negotiation, organisational and interpersonal skills with the ability to clearly articulate and present information as required.
- Able to make sound decisions based on experience and good judgement.
- Knowledge of relevant policies, procedures, acts and regulations, in particular the Children, Youth and Families Act 2005; comprehensive understanding of matters relating to family welfare.
- Demonstrated understanding and knowledge of maternal health issues.
- Understanding of multicultural issues and how they relate to families and service delivery.
- Demonstrated experience in liaising and working cooperatively with a wide range of service providers and other relevant bodies.
- Ability to coordinate handovers from hospitals or relevant services to ascertain clients needs post discharge from hospital.
- Ability to work effectively as part of a multidisciplinary team.

### **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 part time ongoing 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).