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POSITION DESCRIPTION

Position Title:	**MCH Universal Nurse**		
Classification:	**Nurse 1-4**	**Status**	**Casual**
Group:	**Liveable Communities**	**Business Unit:**	**Community & Family Services**
Reports to:	**Team Leader – Maternal & Child Health**		
Direct Reports:	**NIL**	**Date:**	**July 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.

Council has five key outcomes for children and families:
Be Safe

- They will be protected from harm and receive support to keep safe
- They will build resilience and help keep themselves safe
- They will have access to trusted adults
- Vulnerability, location and disadvantage will not determine outcome

Be Healthy and Happy

- Their mental health and emotional wellbeing will be supported
- They will experience optimal health and development
- They will have access to information, advice and education to improve their health and wellbeing

Be Connected

- To culture, their family and friendship networks and their communities
- They can actively participate in community life and activities; and can access help when they need it
- They have a range of accessible facilities that encourage community connection

Realise their potential

- They will have access to quality education and training that takes account of individual learning needs
- Their talents and strengths will be taken into account and they will have the opportunity to shine
- Their transitions will be supported
- Difference will be recognised and celebrated

Achieve Economic Wellbeing

- Those experiencing hardship will have access to information, advice and referral to support agencies
- Volunteering opportunities will support their aims.
- Services and activities will be free or low cost and accessible they will have career aspirations and opportunities for employment.

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:

- 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 child care, 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 works 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 refers 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, were 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.
- Administration – to 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.
- Provide budget estimates if requested and 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.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position is directly responsible for producing professional advice to parents of children 0-6 years.
- The following documents can be approved or officially signed:
- Referral
- Transfer
- Child Health Records
- Take reasonable care for your own health and safety and that of others affected by your action.

JUDGMENT AND DECISION MAKING

- The work is clearly defined and there are established procedures. Duties are carried out without direct supervision.
- The following decisions can be made independently, without the guidance of supervisors:
- Method of counselling technique or procedure for any given situation - Level of assistance to be provided
- The following decisions require approval of the Supervisor:
- Equipment requisitions
- Statistical returns and reports
- The following formal recommendations can be made:
- Hours of service
- Service to centres
- Group Work
- Policy implementation/changes
- Changes to service delivery
- Proposals for new services
- The following discretion exists in regard to procedures and equipment:
- Discretion in regard to Counselling/advice procedures.
- Discretion in regard to Assessment procedures.

SPECIALIST KNOWLEDGE AND SKILLS

The following specialist skills are essential for this position:

- Using the nursing process when applying the principles of logical and scientific thinking to nursing care.
- Ability to assess the health and status of the child and family, then plan appropriate management with the client/parents.
- Possession of specialized knowledge and comprehension of normal child development and behaviour, with the ability to conduct a variety of health screening tests.
- Understanding of family dynamics and has the ability to interview and counsel parents from a broad spectrum of social-economic and cultural backgrounds on many sensitive issues including depression, bereavement, crisis intervention, child abuse and domestic violence.
- Ability to design, implement and evaluate a variety of health education programs.
- Ability to manage and organise health centre activities, including setting priorities for practice.
- Accurate knowledge of immunisation requirements for children 0-5 years.

INTERPERSONAL SKILLS

- The following skills are essential for this position:

- Verbal communication.
- Written communication.
- Ability to gain co-operation and assistance from others.
- Ability to discuss and resolve problems
- Leadership
- Ability to motivate others

MANAGEMENT SKILLS

- The following skills are essential for this position:

- Time management.
- Setting priorities.
- Organising.

QUALIFICATIONS AND EXPERIENCE

- Essential qualifications:-

- Registered General Nurse, Midwife, Maternal and Child Health Nurse

- Licences and permits required:- - Current Victorian Driver's Licence

KEY SELECTION CRITERIA

- Experience in a Maternal & Child Health setting.
- Excellent oral and written communication skills
- Knowledge of child behaviour, development and family dynamics
- Well-developed advocacy and counselling skills
- Excellent time management skills
- Ability to embrace the Cardinia values

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 role.
Pre-employment checks	All appointments are subject to a National Police Record Check, preemployment 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.