



<b>Position Title:</b>	Maternal and Child Health Nurse – Enhanced Service		
<b>Classification:</b>	EBA 2024 Maternal and Child Health Nurse - Enhanced Service	<b>Status</b>	Full time or Part time negotiable
<b>Group:</b>	Community and Planning Services	<b>Business Unit:</b>	Community and Family Services
<b>Reports to:</b>	MCH Team Leader - Enhanced & Groups		
<b>Direct Reports:</b>	Nil	<b>Date:</b>	October 2024

## 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 a child centred, family focused Maternal and Child Health outreach service to vulnerable families
- Ensure families receive a flexible, multidisciplinary service that responds to risks and needs by promoting the child's health and wellbeing, social, emotional, cognitive development and safety

### **KEY RESPONSIBILITIES AND DUTIES**

Key responsibilities include, but are not limited to:

- Deliver the Enhanced Maternal and Child Health program within the guidelines and standards set by the Victorian Department of Health (Enhanced Maternal and Child Health Program Guidelines, revised edition 2019)
- Provide a focussed and intensive level of support for families experiencing vulnerability, early parenting difficulties and children identified as being at risk or impacted by harm
- Monitor, assess, and promote the physical, emotional, social and environmental health and wellbeing, safety, learning, growth and development, of children 0-3 years, and their families
- Working together with families to identify their goals, and develop and implement a plan of action to work towards improved outcomes for infants and children at risk
- Offer guidance information and referrals to internal & external services to families for a wide range of family related issues to optimise outcomes for their infants and children aged 0-3

- Provide professional counselling and support in a nonjudgmental, safe environment for individuals and families.
- Consult and liaise with internal and external services to optimise client outcomes
- Assess the need for health education programs, support services/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
- Work across Universal MCH Services if required, including all skills required to deliver the Universal Program within the Maternal and Child Health Service Guidelines and Program Standards for infants and children aged 0-6 years of age
- Act as an advocate for children, parents/carers, the community and the MCH service as appropriate
- Participate in community education/health promotion programs where appropriate and as required
- Facilitate the development of community support networks.

#### **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
- The position is directly responsible for providing professional advice and support to parents of children 0-3 years.
- 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 Enhanced 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
- At least 2 years' experience as a qualified Maternal & Child health nurse and demonstrated ability to optimise outcomes when working with highly vulnerable and diverse clients
- 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
- Minimum of 2 years' experience in the Maternal & Child Health sector

## 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 or full 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). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.