

POSITION DESCRIPTION

Maternal and Child Health Nurse

Position number		MCH005
Directorate		Community Strengthening
Service unit		Child, Youth & Family Services
Classification		MCH Nurse Year 1 -4 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Maternal & Child Health Team Leader
	Directly supervises	Students as required
	Internal relationships	All other Council departments
	External relationships	Program attendees and families, residents, other service providers, government departments, other councils, child protection
Probation period		6 months (applies to all new employees)
Approved by (position title)		Maternal & Child Health Coordinator
Date		1 September 2023
Position purpose		<p>To provide holistic family centred health service to families with children from birth to school age through the means of nursing interventions to promote health and wellbeing.</p> <p>The Moorabool Shire Council Maternal and Child Health Service will provide the service program in accordance with the Maternal and Child Health Program Standards and signed current Funding and Service Agreements.</p>

Key responsibilities and duties

Maternal and Child Health

- The use of Health Surveillance to monitor, assess and promote the health, growth, development, and social skills of young children 0-6 years, including physical, social/emotional and cognitive status.
- Conduct regular consulting sessions offering guidance and advice on a wide variety of childcare, immunisation, parenting and family related issues.
- Provide counselling and support in a non-judgemental, safe environment for individuals and families.

- Assess parents' adaptation to parenthood, their coping ability and strengths, and work with them to plan ongoing strategies.
- Provide information on nutrition for children and promote breast-feeding by offering advice, help and education.
- 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.
- 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 Maternal and Child Health service as appropriate.

General

- Maintain confidential individual child/family files in the CDIS electronic database.
- Keep accurate records, i.e. daily activities and enrolments on the Maternal and Child Health computer system.
- Identify and recommend maintenance and equipment requirements.
- Ability to use a computer for word processing and database purposes.
- Maintain a positive role as a member of Moorabool Shire Maternal & Child Health services.
- Communicate appropriate information to the clients and community services/organisations regarding the Maternal & Child Health service.
- Assist communities to identify health needs and to implement actions, which will enhance the health of the community.
- Participate in community education/health promotion programs where appropriate and as required.
- Facilitate the development of community support networks.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.

- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under this Act for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always

Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Often
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Often
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Often

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable as an independent practitioner using advanced nursing skills, the nurse: • Is responsible to deliver the Maternal and Child Health service to those for whom the incumbent has designated responsibility • Is responsible to exercise a reasonable standard of care in the performance of nursing practice • Demonstrates accountability to clients by continually evaluating outcomes of nursing practice against professional standards.
Judgement and decision making	<ul style="list-style-type: none"> • Professional development needs to be maintained by attending in-service and professional reading. • Undertaking action to upgrade Maternal and Child Health nursing practices to achieve and maintain quality of care. • Initiates and implements own research protocols and incorporates accurate findings into practice. • Initiate and ensure safe public safety and working environment
Specialist skills and knowledge	<ul style="list-style-type: none"> • Using the nursing knowledge and processes to implement Maternal and Child Health programs standard of care. • Ability to assess the health status of the child and family, and then plan appropriate management with the client/parents. • Possession of specialised knowledge and comprehension of normal child development and behaviour, with the ability to conduct a variety

	<p>of health screening tests used in health surveillance.</p> <ul style="list-style-type: none"> • Understanding of family dynamics and an ability to interview and counsel parents from a broad spectrum of socio-economic and cultural backgrounds on many sensitive issues, including depression, bereavement, crisis intervention, child abuse and domestic violence. • Understanding of family needs in rural settings. • Ability to manage and organise health activities, including setting priorities for practise. • Accurate knowledge of immunisation requirements and procedures (as required) of children 0-6 years of age. • Ability to produce professional reports. • Ability to work effectively as a team member.
<p>Management skills</p>	<ul style="list-style-type: none"> • Customer Service skills. • Ability to organise and arrange work priorities and commitments to meet requirements. • Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances. • Ability to work as a sole practitioner. • High level of written and oral communication skills. • Team oriented and customer service approach.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to engage people from a wide variety of backgrounds and abilities. • Ability to adapt to various individual/family circumstances. • Well-developed verbal and written communication skills. • Ability to undertake group facilitation. • A demonstrated ability to work in a team environment and actively participate as a team member to ensure a cohesive approach to achieving team and corporate objectives.

Qualifications skills and experience

Qualifications

- Current registration with AHPRA as both a Division 1 Registered Nurse and Midwife, with the necessary qualifications to practice as an MCH nurse in Victoria.
- Experience in community health or paediatric nursing desirable

Skills and experience

- Ability to conduct comprehensive health assessment screening of children from birth to six years.
- Clear understanding of influences on maternal, parenting and family wellbeing.
- Capacity to identify, plan and respond to individuals, families and community health needs within a rural municipality context.
- Understanding of the application of contemporary research and policies to Maternal and Child Health practice.

- Ability to work collaboratively within a team.

Licences and registrations

- Current registration with AHPRA as both a Division 1 Registered Nurse and Midwife, with the necessary qualifications to practice as an MCH nurse in Victoria
- Current Drivers Licence and own well maintained vehicle.
- Current Working with Children's Check (employment type)

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Working with arms above head			✓	
Repetitive bending/twisting			✓	
Repetitive hand washing / cleaning	✓			
Driving vehicles		✓		
Writing by hand		✓		
Handling difficult customers onsite			✓	
Handling difficult customers offsite			✓	

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.