

POSITION DESCRIPTION

TITLE:	Maternal and Child Health Nurse
CLASSIFICATION:	Nurses Banding
STATUS:	Full Time
BUSINESS UNIT:	Community and Family Services
DATE:	2021

ORGANISATIONAL CONTEXT

Our vision is that the unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

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

ORGANISATIONAL RELATIONSHIPS

Reports to:	Maternal & Child Health Team Leader – Enhanced & Groups.
Internal Liaison:	Coordinator Maternal & Child Health, Manager Community Services, M&CH staff.
External Liaison:	Other Health Professionals, Community Groups, Voluntary Sector Providers, Clientele.

POSITION OBJECTIVE

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.

DUTIES AND RESPONSIBILITIES

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 counseling 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 hospital 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.
- 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 Education & Early Childhood Development.
- 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 neighborhood service planning and coordinating groups as appropriate.
- Liaise and co-ordinate with other services in the local neighborhood.
- 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 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
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

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.

JUDGEMENT 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.

MANAGEMENT SKILLS

- The following skills are essential for this position:
 - Time management.
 - Setting priorities.
 - Organising.

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

SPECIALIST SKILLS AND KNOWLEDGE

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.

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

- Demonstrated experience in providing a high standard of practice to children and their parents/carers in a MCH and home setting
- Understanding and commitment to excellent customer service standards to ensure high levels of service satisfaction (includes commitment to personal growth and development)

- Excellent communication and engagement skills and understanding of the importance of building rapport with children and parents/carers
- 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

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	This is a full time ongoing position.
Pre-employment checks	All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, this role requires the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations.