

POSITION DESCRIPTION

MATERNAL & CHILD HEALTH NURSE

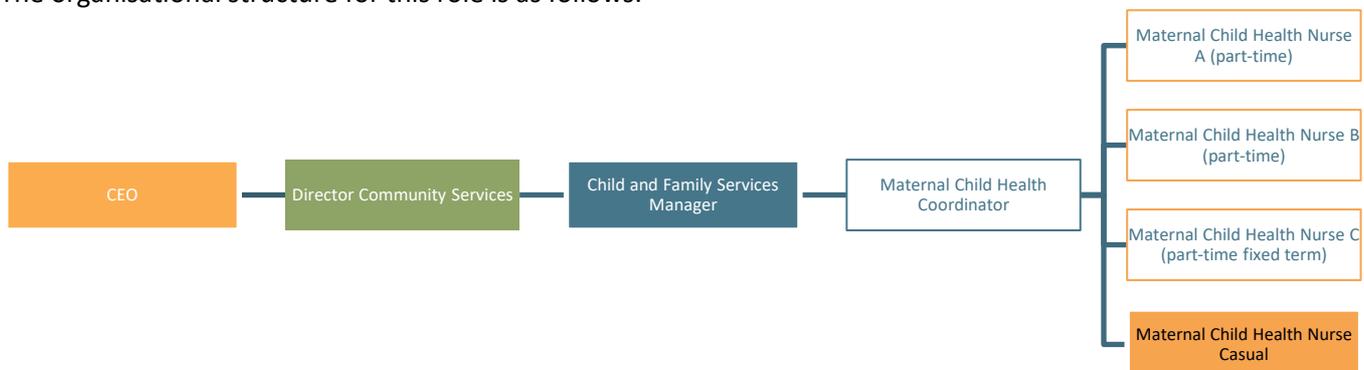
Position Number:	Various
Directorate:	Community Services
Department:	Child and Family Services
Team:	Maternal and Child Health
Location:	Bannockburn and various locations Golden Plains Shire
Employment status:	Casual
Classification:	M&CH Nurses - Golden Plains Shire Council Enterprise Bargaining Agreement No: 8 2017
Date:	January 2021

POSITION OBJECTIVES

- Provide a flexible Maternal and Child Health service which is inclusive, culturally safe, celebrates and responds to diversity in children, families, and carers.
- Delivery of an evidence based high quality service for all children and families from birth to 6 years of age, as per Maternal Child Health Key Ages and Stages Framework.
- Participate in the Maternal and Child Health Service in a manner which ensures high standards of customer service delivery in response to community needs and expectations.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



Reports to: Maternal and Child Health Service Coordinator

Directly Supervises: Nil

Internal Liaisons:	Maternal & Child Health Service Coordinator and Nurses, Children’s Services Development Officer M&CH, Community Services Staff, Early Years staff and other Council Staff
External Liaisons:	Counterparts at other Councils, government departments, VECCL, job applicants, training providers, other consultants.

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

- Delivery of the 10 Key Ages and Stages Framework consultations from birth to school age using Child, Maternal and family centred practice principles (DHHS, 2020).
- Work in partnership with children, mothers, families, and carers, using a strengths-based approach with a focus on capacity building which is reflective of their needs and preferences.
- Incorporate Father inclusive practice which is integral to the health, wellbeing, safety, learning and development of the mother and child
- Provide and implement health promotional strategies which focus on prevention, early detection, referral and social support.
- Empower children, parents and families experiencing vulnerability to engage with support services at the earliest opportunity..
- Provide an innovative approach to flexible service delivery that will encourage access and participation for all families in the community.
- Maintain accurate child and family data and record keeping within the Child Development Information System (CDIS) in a timely, detailed and confidential manner.

General Responsibilities

- Proactively participate in the Maternal and Child health service team, in the development and implementation of continuous improvements in service Provision. Contribute to the development of the Unit’s objectives, as well as the corporate goals of Council.
- Act in accordance with Council’s Customer Service Charter, utilising efficient, effective and customer focused communication skills.

Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.

- Provide and utilise a teamwork approach to provide support to other Council staff .
- Other duties within the scope of the employee’s skills, competence and training as directed.

Corporate Responsibilities

- Liaise with the Maternal and Child Health Service Coordinator as to ways in which safety, effectiveness, quality, and efficiency of the service can be improved.
- Promote excellence in customer service and in conjunction with the MCH Coordinator and fellow team members.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council’s property and assets and maintain a commitment to the care of all Council’s property and assets.

- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administrative, logistical, specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for the provision of a high quality evidence informed Maternal and Child Health service which complies with the **MCH program standards and Maternal and Child health Service Guidelines, (Department of Health and Human Service, 2019)**.
- Able to exercise initiative and make decisions in routine and procedural matters,
- Required to liaise with the MCH Coordinator on an ongoing basis regarding decisions that will impact on user satisfaction with the service.
- Required to escalate all child safety concerns to the MCH Coordinator prior to a Child Protection notification being made.
- Accountable for ensuring MCH Program Standards and Quality System requirements are implemented, and for monitoring and accurately inputting data to assist with the collating statistics
- When providing specialist advice to client families or regulating client families, the freedom to act is subject to relevant Acts, Regulations and policies and regular supervision. The effect of decisions and actions taken on individual client families may be significant, but it is usually subject to appeal or review by the MCH Coordinator.
- Maintain a professional code of ethics in line with the Australian Health Practitioner Agency (AHPRA).

JUDGEMENT AND DECISION MAKING

- The Maternal and Child Health Nurse is expected to make decisions independently in all aspects of clinical practice and use a scientific problem-solving approach, known as the nursing process, to assess, plan, implement and evaluate care and health outcomes for families.
- The uniqueness of the concerns of each family requires a high level of creativity, originality, and innovation in appropriately solving problems and obtaining the best outcomes.
- Formal referrals are made to other professionals and agencies. Matters of a particularly sensitive nature including notifications to Child Protection should be brought to the attention of the MCH Team Coordinator for guidance and advice .

SPECIALIST SKILLS AND KNOWLEDGE

The position requires:

- Comprehensive understanding of the Competency Standards for the MCHN in Victoria (2019). Maintain professional knowledge and skills to ensure that an efficient and effective Maternal and Child Health Service is provided.
- Highly developed skills and competency in assessing child health, development and behaviour. Comprehensive knowledge of conditions and issues that may affect maternal health and wellbeing and families in contemporary society.
- Demonstrated detailed knowledge of all legislative, Child FIRST, Child Safe Standards, FVISS, CISS, DHS Child Protection protocols and requirements as well as well-developed understanding and ability to apply the Family Partnership model principles. **Children, Youth and Families Act 2005 ; Child Wellbeing and Safety Act 2005, Child Information Sharing Scheme (DHHS, 2019)**.

- Where family violence is present or suspected, engaging in Information Sharing utilising the Multiagency Risk Assessment and Management Framework (MARAM). Child Infor Where family violence is present or suspected, engaging in Information Sharing utilising the Multiagency Risk Assessment and Management Framework (MARAM), Information Sharing Scheme. **Family Violence Information Sharing Scheme (DHHS, 2019).**

MANAGEMENT SKILLS

The position requires:

- Skills in time management, goal setting, planning and organising one's own work; and where appropriate that of other employees so far as to achieve specific and set objectives in the most efficient timely way possible within the resources available.
- Ability to work with minimal supervision in a variety of work settings

INTERPERSONAL SKILLS

- Demonstrated ability to establish an effective and collaborative working rapport, fostering positive relationships with a wide range of client families including children and young people, service providers and agency professional.
- Excellent communication skills-oral and written and ability to communicate effectively.
- Ability to deal with crisis situations and negotiate to resolve problems.
- Ability to positively embrace the implementation of changes in the workplace.
- Active learner who seeks guidance and support as necessary to ensure best practice in MCH practice.

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.

- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision-making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the **Child Wellbeing and Safety Act (2005)**. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the **Privacy and Data Protection Act (2014)**, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.

- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- As part of your role, you will be working with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- Tasks within this role are occasionally required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Team Leader / Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six-month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct and the Organisational Values of Pride, Respect, Integrity, Collaboration and Excellence.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- A satisfactory National Criminal History Check and Working with Children Check.

QUALIFICATIONS AND EXPERIENCE

- MCH nurse as defined in the MCH Service Guidelines and holds current registration with AHPRA as:
 1. a Registered Nurse (Division 1)
 2. a Registered Midwife, and
 3. in addition to the above registrations, holds an accredited postgraduate degree/diploma (or equivalent) in maternal and child health nursing. If qualified interstate; has completed requirements to practice as an MCH nurse in Victoria.
- Current Working with Children Check.
- Experience working as a Maternal & Child Health Nurse in both the Universal and Enhanced MCH Service and current knowledge regarding the revised EMCH framework.
- Prior experience in services provision to rural communities is desirable.

KEY SELECTION CRITERIA

- MCH nurse as defined in the MCH Service Guidelines and holds current registration with AHPRA as:
 - a. a Registered Nurse (Division 1)
 - b. a Registered Midwife, and
 - c. in addition to the above registrations, holds an accredited postgraduate degree/diploma (or equivalent) in maternal and child health nursing. If qualified interstate; has completed requirements to practice as an MCH nurse in Victoria.
- Understanding of MCH practices including a knowledge and understanding of family partnerships, child development, and behaviour.
- Highly developed interpersonal, verbal and written communication skills coupled with strong problem solving skills.
- Comprehensive understanding of legislation and common law applicable to MCH nursing practice.
- Comprehensive understanding of the Competency Standards for the MCHN in Victoria (2019).
- Competent with data collection, and documentation using the Child Development Information System (CDIS).
- Experience as a Maternal and Child Health Nurse and the ability to respond to families with complex risk factors.

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

Prepared By:	Georgia Richards – Maternal and Child Health Service Coordinator
Approved By:	Heidi Preston – Child & Family Services Manager
Reviewed By (P&C):	Kerrie Addison – People & Organisational Development Advisor
Date:	February 2021
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health 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.