



POSITION DESCRIPTION

Position Title	Maternal Child Health Team Leader
Position Code	1504
Directorate	Community & Infrastructure
Work Group	Community Services
Position Classification	MCH3
Effective Date	July 2022

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 To plan and coordinate a flexible and comprehensive Maternal and Child Health service which maximises the health and wellbeing, learning, development and safety of children 0 - 6 years and their families.

1.2 Provide leadership and planning to the Maternal and Child Health Nurses' team.

1.3 Develop and manage productive professional relationships with relevant council staff and external agencies.

1.4 To enhance the health and well-being of mothers through health monitoring and support.

2. Working Relationships

Reports to	Manager – Community Services
Supervisors	Maternal Child Health Nurse – enhanced Maternal Child Health Nurses Immunisation Nurses Support Officer Immunisation Supported Playgroup Facilitator

3. Key Responsibilities

3.1 Coordination

3.1.1 Monitor Maternal and Child Health nurses' workload and reallocate resources to fluctuating needs.

3.1.2 Prepare reports and statistics for the relevant state government departments and council.

3.1.3 Ensure compliance with the legislative requirements in all aspects of the service operation.

3.1.4 Implement the Key Ages and Stages Activity Framework and the Maternal and Child Health Program Standards to ensure consistent quality outcome is achieved for clients.

3.1.5 Ensure the provision of a safe and health working environment for all Maternal and Child Health nurses in accordance with council's OH&S Management System, the OH&S Act and related regulations, codes of practice and standards.

3.1.6 Management, storage and archiving of Maternal and Child Health Service child health records.

3.2 Staff Support

3.2.1 Make recommendations to management on staff training and development needs.

3.2.2 Oversee the response to service users' request for information, assistance, grievances etc as required.

3.2.3 Convene team meetings and support management/team interface.

3.2.4 Provide advise to the Maternal and Child Health nurses in relation to case management.

3.3 Organisational Management

3.3.1 To provide a service which meets local needs as determined by Council; including priorities and budget, relevant Acts, Department of Education and Training framework and guidelines of relevant authorities.

3.3.2 Monitor the supply of equipment and essential provisions in all Maternal and Child Health Centres and ensure equipment is of an adequate standard.

3.4 Service Delivery

3.4.1 To make initial contact with all families upon receipt of birth notifications.

3.4.2 To promote and monitor health, growth, physical, social, emotional and intellectual development of children in the 0 - 6 years age group through centre consultations and home visits.

3.4.3 To monitor maternal health and wellbeing through consultations and home visits where appropriate and to provide advice, information, support and referral as appropriate in a non- judgemental and safe environment.

3.4.4 To provide a service which meets local needs as determined by Council; including priorities and budget, relevant Acts, Department of Education and Training framework and guidelines of relevant authorities.

3.5 Education and Information

3.5.1 To plan and provide information and educational programs as appropriate for families with young children such as facilitated play groups, parenting skills groups etc.

3.6 Planning

3.6.1 To contribute to service strategies which continually improve effectiveness and efficiency of the service.

3.7 Administration

3.7.1 To prepare and maintain accurate and up to date records for each child using hard copy and electronic programs in accordance with council and state government requirements.

3.8 Community Development

3.8.1 To develop a working knowledge of health and human service providers and resources available to the community.

3.8.2 To encourage the development of networks for families which foster mutual support and friendship.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to work in an outdoor environment for varying periods of time.

4.3 Capacity to walk on uneven surfaces.

4.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.

5. Accountability and Extent of Authority

5.1 Accountable to the Team Leader Family and Early Childhood Services.

5.2 Accountable for the safe, effective and efficient delivery of Maternal and Child Health Service in a centre or home context according to council and state government guidelines, policies, budget and accepted nursing practice standards.

5.3 Responsible for the allocation of resources to meet fluctuating workload and service delivery demands.

6. Judgement and Decision Making

6.1 Exercise professional judgement and problem-solving skills in relation to planning and management of the Maternal and Child Health Service.

6.2 Make recommendations to the Team Leader Family and Early Childhood Services and Manager Community Services for service improvement.

6.3 Understanding of the informed consent in referral pathways to health and welfare service providers.

6.4 Ability to exercise initiative and make decisions on routine and procedural matters.

6.5 High level of problem-solving ability in specialist area of expertise.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Identify and respond to issues regarding the health and wellbeing of service users and clinical effectiveness.

7.1.2 Excellent skills and competency in child health, development and behaviour and post-natal maternal health.

7.1.3 Experience with a family - centre approach to service delivery.

7.1.4 Extensive knowledge with indicators of risk for children and families.

7.1.5 Excellent communication/counselling skills including: empathy and respect; sensitive, non-judgmental; supportive and flexible.

7.1.6 Ability to prepare, use and interpret statistical reports.

7.1.7 Ability to manage a changing workload and respond to priority events.

7.1.8 Ability to work autonomously and lead a multidisciplinary team.

7.1.9 Knowledge and experience working with data processing and database programs.

7.1.10 Understanding of the requirements of Mandatory Reporting and the Children, Youth and Families Act 2005.

7.2 Management Skills

7.2.1 Skills in managing time, setting priorities, planning and organising workloads.

7.2.2 Ability to monitor and implement a continuous improvement program.

7.2.3 Administrative and team leadership skills.

7.2.4 Ability to maintain accurate records and prepare reports.

7.2.5 Ability to assist in the development and monitoring of the Maternal Child Health budget.

7.2.6 Ability to supervise, support, develop and direct staff and student placements.

7.3 Interpersonal Skills

7.3.1 High level of communication skills, written and oral, presentation and negotiation skills.

7.3.2 Ability to work in partnership with nurses and other staff in various roles.

7.3.3 Ability to lead and motivate staff to foster an atmosphere of mutual respect and professional integrity.

7.3.4 Ability to project a positive image in communicating with both internal and external customers.

7.3.5 Ability to communicate with a wide range of people from a variety of socio-economic and ethnic backgrounds.

7.3.6 Ability to liaise with a broad range of customers and organisations.

8. Qualifications and Experience

8.1 Current registration with the Nursing Midwifery Board of Australia as both a registered nurse and a registered midwife and to also hold recognised qualifications in maternal and child health nursing (or pre 1998 equivalent).

8.2 Extensive knowledge/experience of Universal MCH Services undertaking the Key Ages and Stages Activity Framework and Maternal and Child Health Program Standards.

8.3 Extensive knowledge/experience of Enhanced MCH Services responding to the needs of children and families at risk of poor outcomes.

8.4 Experience in program coordination, supervision of staff training and development.

8.5 Experience in service planning, provision, design and implementation.

8.6 Current motor vehicle driver's licence.

8.7 Working with children check.

8.8 Current Victorian police check.

9. Key Selection Criteria

9.1 Extensive knowledge of Maternal and Child Health Program Standards and an understanding of current practices, theories and values

9.2 Ability to lead and deliver a flexible and innovative Maternal and Child Health Service.

9.3 Demonstrated ability to balance operational service delivery with strategic planning, policy development, project and budget management.

9.4 Demonstrated ability to provide strong leadership, effective communications and appropriate resources to a team of professional service providers.

9.5 An understanding and commitment to the principles of community health, health promotion and community development.

9.6 Current registration with the Nursing Midwifery Board of Australia as both a registered nurse and a registered midwife and to also hold recognised qualifications in maternal and child health nursing (or pre 1998 equivalent).

9.7 Extensive working experience in Maternal and Child Health nursing practice with excellent clinical skills.

9.8 Demonstrated willingness to participate in ongoing development of work practices in order to improve service quality.

9.9 Extensive current knowledge of issues affecting children and families.

9.10 Demonstrated ability to plan, coordinate and evaluate programs for the target group.

9.11 Availability of own motor vehicle with comprehensive vehicle insurance.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
