

## POSITION DESCRIPTION

<b>Position Title</b>	Maternal Child Health Nurse – Universal
<b>Position Code</b>	1506
<b>Directorate</b>	Community & Infrastructure
<b>Work Group</b>	Maternal Child Health Services
<b>Position Classification</b>	MCH Y3
<b>Effective Date</b>	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 enhance the health and well-being of mothers through health monitoring and support.

**1.2** To provide a flexible and comprehensive Maternal and Child Health service which maximises the health and well-being, learning, development and safety of children 0-6 years and their families.

## 2. Working Relationships

Reports to	Maternal & Child Health Team Leader
Supervises	N/A

## 3. Key Responsibilities

### 3.1 Service Delivery

- 3.1.1** To make initial contact with all families upon receipt of birth notifications.
- 3.1.2** 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.
- 3.1.3** 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.
- 3.1.4** 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.

### 3.2 Education and Information

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

### 3.3 Planning

- 3.3.1** To contribute to service strategies which continually improve effectiveness and efficiency of the service.

### 3.4 Administration

- 3.4.1** 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.

### **3.5 Community Development**

- 3.5.1** To develop a working knowledge of health and human service providers and resources available to the community.
- 3.5.2** 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 Maternal and Child Health Coordinator and the Team Leader of 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** Accountable for ensuring program standards and quality system requirements are implemented and for monitoring and collating statistics.

### **6. Judgement and Decision Making**

- 6.1** Exercise professional judgement in the delivery of the service to families.
- 6.2** Understanding of the informed consent in referral pathways to health and welfare service providers.
- 6.3** Ability to exercise initiative and make decisions on routine and procedural matters.
- 6.4** High level of problem-solving ability in specialist area of expertise.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

- 7.1.1** Skills and competency in child health, development and behaviour and post-natal maternal health.
- 7.1.2** Experience with a family – centre approach to service delivery.
- 7.1.3** Familiarity with indicators of risk for children and families.
- 7.1.4** Excellent communication/counselling skills including: empathy and respect, sensitive; non-judgemental; supportive and flexible
- 7.1.5** Ability to manage a changing workload and respond to priority events
- 7.1.6** Ability to work autonomously and also within a multidisciplinary team.
- 7.1.7** Knowledge and experience working with data processing and database programs.
- 7.1.8** Understanding the requirements of Mandatory Reporting and the Children, Youth and Families Act 2005

### **7.2 Management Skills**

- 7.2.1** Ability to prioritise tasks, work to deadlines and monitor caseload and waiting lists.
- 7.2.2** Ability to maintain accurate records.
- 7.2.3** Ability to prepare reports.
- 7.2.4** Ability to supervise student placements.
- 7.2.5** Commitment to a client/customer service focus.

### **7.3 Interpersonal Skills**

- 7.3.1** High level of communication skills, written and oral.
- 7.3.2** Ability to work in partnership with nurses and other staff in various roles.
- 7.3.3** Ability to project a positive image in communicating with both internal and external customers.

**7.3.4** Ability to communicate with a wide range of people from a variety of social-economic and ethnic backgrounds.

**7.3.5** Ability to liaise with referral networks.

## **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** Knowledge/experience of Universal MCH Services undertaking the Key Ages and Stages Activity Framework and Maternal and Child Health Program Standards.

**8.3** Knowledge of Enhanced MCH Services responding to the needs of children and families at risk of poor outcomes.

**8.4** Current Motor Vehicle driver's licence.

**8.5** Working with children check.

**8.6** Willing to obtain a Police Check.

## **9. Key Selection Criteria**

**9.1** 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).

**9.2** Knowledge of Maternal and Child Health Program Standards and an understanding of current practices, theories, and values.

**9.3** Ability to deliver a flexible and innovative Maternal and Child Health service.

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

**9.5** Recent working experience in Maternal and Child Health nursing practice with excellent clinical skills.

**9.6** Demonstrated willingness to participate in on-going development of work practices in order to improve service quality.

**9.7** Extensive knowledge of issues affecting children and families.

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

**9.9** Availability of own vehicle with comprehensive car insurance.

**Authorised by: Director – Community & Infrastructure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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