

POSITION DESCRIPTION

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| POSITION | POSITION NUMBER |
| Maternal & Child Health Nurse – Universal | 1077 |
| CLASSIFICATION | LOCATION |
| MCH Nurse | 6 MCH Locations |
| DEPARTMENT | DIVISION |
| Family & Children’s Services | Community Wellbeing |
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Position Objectives

- To provide a flexible, universal, family focused Maternal and Child Health service which maximises the health potential of all children from birth to 6 years of age and their families.
- To provide high quality evidence-based practice with a focus on strengthening parenting capacity.
- To empower families to make optimal decisions related to their children’s health and development.
- To provide health promotion through evidence-based education and information relating to all aspects of parenting including breast feeding, early learning, nutrition and immunisation.
- To contribute to relevant quality improvement and research projects within the Family and Children’s unit.

Key Responsibility Areas

- Assess health and well-being of children and provide support, advice and information to families in a timely manner and relevant to individual family circumstances through the provision of key ages and stages visits and community strengthening activities.
- Resource parents to meet the needs of their children and themselves and to develop confidence and independence in their parenting roles by:
 - Promotion of a network of support through parent groups
 - Developing care plan around family identified problems
 - Providing evidence-based information and advice
 - Providing emotional support,
 - Engaging fathers,
 - Promoting healthy lifestyles and positive outcomes
 - Supporting families through transitions from maternity services, playgroups, childcare, kinder enrolment and school entry.
- To identify vulnerable groups and ensure that they have access to the service through:
 - Providing an outreach service and other community strengthening activities
 - Providing flexibility in practice enabling Maternal and Child Health Service provision within co-located early years’ service models
 - Identify risk factors and provide appropriate assessment and referral.
 - Providing additional services for high-risk families to improve the outcomes for children, including children in out of home care and indigenous families.
- Provide emotional support, counselling and referral to parents to enable them to build resilience and confidence in parenting.

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- Monitor maternal wellbeing and family functioning through a relationship of trust with the nurse, as well as emotional and physical health screening.
- Promote immunisation service according to the recommended National Immunisation Program schedule for adults and children.
- Promote healthy lifestyles by supporting parents in their decision to breast feed, provide nutritional and safety advice, as well as other age-appropriate information.
- Deliver high quality Maternal and Child Health services according to Council requirements, priorities and budget, relevant Acts, nursing processes and guidelines of relevant authorities. This would include:
 - Responding to birth notices as per legislation
 - Maintaining accurate health records.
 - OHS Guidelines
 - Code of Ethics (NMBA, 2017)
 - Code of Conduct (NMBA, 2017)
 - Professional practice guidelines (AHPRA)
 - Registered Nurse Standards of Practice (NMBA, 2016)
 - Maternal & Child Health Service: Practice Guidelines (2009, reissued 2019)
 - Maternal and Child Health Service Program Standards (2011, reissued 2019)
 - Maternal and Child Health Service Guidelines (DHHS, 2019)
 - Victorian Early Years Learning & Development Framework (VEYLDF, 2016)
 - Equal Opportunity
 - Privacy Act
 - Mandatory reporting of child abuse
 - Relevant child information-sharing and family violence information sharing legislation
- Responsible for development of professional knowledge and skills. This would include:
 - Development of an annual Performance Plan; identify opportunities for ongoing education and review of performance in partnership with consumer feedback, audit activities and reflective practice.
 - Commitment to professional development, ongoing learning, collaborative care plans and safe nursing practice. Attend professional clinical supervision.
 - Taking a proactive approach to meeting program targets set by Department of Health (DoH).
- Contribute to the development of policy and improved practice in the Maternal and Child Health service and Council's F&CS business unit through participation in team meetings, planning sessions and other service activities. This would include:
 - Regularly attendance at MCH staff meetings
 - Actively network with Family and Children's early years services in the City of Ballarat and liaison with external agencies.
 - Promote service and professional role of MCHN's in Council services
 - Provide student preceptorship.
- Build professional networks and liaise with other community, welfare and health service providers.

All Employees and Volunteers

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.

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REPORTS TO:

Manager Community Child Health

DIRECT REPORTS:

Students on placement

ORGANISATIONAL RELATIONSHIPS

Internal:

- Team Leader – MCH
- Enhanced MCH team and Team Leader
- Immunisation program staff
- Family and Children's early year's staff
- All other Council departments and employees

External:

- Families and community members
- Other Local Government Authorities
- Department of Health (DoH)
- Health, welfare, education & community service agencies
- Orange Door
- Medical Practitioners
- Hospital and maternity services staff
- Specialist early years programs

ORGANISATIONAL RELATIONSHIPS

Accountability and extent of authority

- Responsible for provision of an effective Maternal and Child Health service according to Council and State Government guidelines, policies and budget, and to meet accepted nursing practice standards.
- Responsible for maintaining City of Ballarat customer service standards for both internal and external clients. This would include:
 - Responding to phone calls and email messages within appropriate time frames.
 - Identification worn at all times.
 - Evidence-based nursing practice, within the parameters of Council guidelines, MCH program standards and policy.
- Decisions likely to affect service delivery, or outside the nurse experience, are subject to review by the Manager of MCH in consultation with Team Leader MCH.

Judgement and decision making

- Required to exercise professional judgement, problem solve and make decisions based on clinical knowledge in the delivery of MCH service to families.
- Authorised to make formal referral to health specialists in accordance with Code of Ethics (Nursing & Midwifery Board)
- Adherence to Council guidelines and policy.
- Participation as a team member to develop annual service plans, meet objectives and set priorities in accordance with Council corporate and MCH service goals.
- Mandated to report to Department of Health & Human Service (DHHS) in cases of suspected and substantiated child abuse.
- Adhere to legislative guidelines on family violence and child information sharing.

Specialist skills and knowledge

- Knowledge of MCH issues and family dynamics within various cultural contexts, including the importance of cultural safety for Indigenous families.
- Extensive clinical knowledge, experience and skills in working with families, women and children, including an understanding of the impact of vulnerability and trauma.
- Excellent communication/counselling skills including to ability to demonstrate:

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- Empathy and respect
- Sensitivity and non-judgmental approach
- Support and flexibility
- Ability to work in a multidisciplinary team and case plan with colleagues and others
- Familiarity with technology and MCH database programs.
- Knowledge of local services and networks for children and families, including those with special needs.

Management skills

- Ability to prioritise tasks, manage workload and perform to deadlines under pressure.
- Excellent understanding of teamwork, quality improvement and relationship building with multi-disciplinary teams.
- Capacity to assess administrative tasks and propose efficiencies and improvements.
- Strong awareness for issues of confidentiality, informed consent, privacy and legal liability.
- Ability to work unsupervised including:
 - Recording data and providing reports, minutes of meetings and submissions
 - Ability to maintain a clean, child-safe centre, including OHS reporting.
 - Ability to ensure that all clients, including vulnerable groups, have access to the service.

Interpersonal skills

- Ability to communicate effectively with parents and young children from diverse backgrounds, and to build rapport and empower clients.
- Ability to develop and maintain a professional network with other services and agencies.
- Ability to be assertive and have good negotiation skills, including flexibility in a changing environment, and to consistently model leadership, loyalty, outcomes and excellence.
- Professional manner and presentation.

Qualifications and experience

- Current qualification in Maternal and Child Health nursing to meet employment requirements in Victoria (all of the following):
 - Division 1 Registered Nurse (AHPRA)
 - Registered Midwife (AHPRA)
 - Graduate Diploma, (or Masters) in MCH, or Family and Child Health, or equivalent qualification to meet MCH employment requirement in Victoria.
 - Current Victorian driver's licence.
 - Working with Children Check

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated practice based on respect for the values and rights of clients, self and colleagues.
- Ability to communicate effectively with families, colleagues and other professionals.
- Demonstrated skills in developmental assessment of children.
- Demonstrated ability to manage own workload.
- Demonstrated commitment to networking and liaison with key community organisations and Government departments.
- Demonstrated capacity to provide an effective Maternal and Child Health service according to Council and State Government guidelines, policies, and accepted nursing practice standards.
- Familiarity with computer word processing and MCH program specific CDIS database.