

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Maternal & Child Health Nurse - Universal	Various
CLASSIFICATION	ANZSCO CODE
MCH Nurse	254413
DEPARTMENT	DIVISION
Family, Youth & Children's Services	Community Wellbeing
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement no. 9 2023	6 MCH Locations

Position Objectives

This role provides flexible, universal, family focused Maternal and Child Health services to maximise the health potential of all children from birth to 6 years of age and their families. The Maternal and Child Health service aims to strengthen parenting capacity to empower families to make optimal decisions related to their children's health and development.

Key Responsibility

- Provide universal Maternal and Child Health services for families with children under 6 years of age.
- Assess and monitor maternal and family health and wellbeing at home and centre-based visits, and provide advice, information, early intervention strategies, support and referral as appropriate.
- Provide additional and flexible services as required to improve outcomes for children and families.
- Facilitate parent groups to offer guidance, education and peer support.
- Ensure client data is recorded securely, maintaining confidentiality and professionalism.
- Empower families to make informed decisions regarding their child's social, emotional and physical health.
- Adhere to MCH program guidelines, Council policy, procedure, values and behaviours, Council plans, funding and service agreements and relevant regulations including Child Safety Standards and MARAM information sharing legislation.
- Contribute to the development of policy and improved practice in the Maternal and Child Health service and Council's Family, Youth & Childrens Services unit through participation in team meetings, planning sessions and other service activities.
- Support student placements within the MCH service.
- Build professional networks and liaise with other community, welfare and health service providers.
- Maintain professional knowledge of evidenced-based research relevant to the role.

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REPORTS TO: Universal Maternal & Child Health Coordinator	DIRECT REPORTS: Students on placement
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> • Manager Community Child Health • Enhanced Maternal & Child Health Coordinator • Maternal & Child Health team • Administration team • Immunisation program team • Occupational Therapist • Family, Youth & Children's team • All other Council departments and employees 	External: <ul style="list-style-type: none"> • Families and community members • Other Local Government Authorities • Department of Health (DoH) • Health, welfare, education & community service agencies • The Orange Door • Medical Practitioners • Child Protection • Hospital and maternity services staff • Specialist early years programs

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.
- Provide evidence-based nursing practice, within the parameters of Council guidelines, Maternal and Child Health program standards, policy and mandated legislation.
- Decisions likely to affect service delivery, or outside the nurse scope of practice are to be made in consultation with Maternal and Child Health Coordinators and Manager Community Child Health.
- Complete incident and near miss reports according to council policy and procedure.

Judgement and Decision Making

- Required to exercise professional judgement, problem solve and make decisions based on clinical knowledge in the delivery of Maternal and Child Health service to families.
- Make referrals when assessed as appropriate.
- Participation as a team member to develop annual service plans, meet objectives and set priorities in accordance with Council and Maternal and Child Health service goals.
- Mandated to report to Department of Families, Fairness & Housing (DFF) in cases of suspected and substantiated child abuse.
- Adhere to legislative and organisational requirements regarding reporting and responding to family violence, child safe standards and child information sharing.

Specialist Skills and Knowledge

- Knowledge of child and family health issues and family dynamics within various cultural contexts, including the importance of cultural safety for Indigenous and multicultural families.
- 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 the ability to demonstrate:
 - 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 Maternal and Child Health database and MS Office 365 products.

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- Knowledge of local services and networks for children and families, including those with special needs.

Management Skills

- Highly developed time management skills and the 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 autonomously and unsupervised.
- Recording data and providing reports, minutes of meetings and submissions.
- Ability to maintain a clean, child and family safe centre, including Occupational Health & Safety reporting.
- Ability to ensure that all clients, including vulnerable groups, have access to the service.
- Ability to respond to future changes in service delivery with flexibility, innovation and initiative.

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 the core values of honesty & transparency, being accountable, valuing everyone, working with and for our community and working together.
- 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

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices 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.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Qualifications and experience as listed above.

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- 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 experience and understanding of evidence-based practice in the Victorian Maternal and Child Health service including Key Age and Stage Universal Maternal and Child Health framework.
- Specialised knowledge of child health and development, women’s health, and family violence.
- Demonstrated ability to work independently and manage own workload.
- Demonstrated commitment to networking and liaison with key community organisations and Government departments.
- Demonstrated ability to work collaboratively within a team framework responding to changing family needs and service delivery requirements.
- Familiarity with computer MS Office 365 products and Maternal and Child Health specific database.

City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community’s needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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