

## POSITION DESCRIPTION

### MATERNAL & CHILD HEALTH NURSE

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| <b>Award Classification</b> | Nurses (ANMF – Victorian Local Government) Award 2020 |
| <b>Directorate</b>          | Community & Planning                                  |
| <b>Reports to</b>           | Manager – Community & Culture                         |
| <b>Supervises</b>           | Nil   |
| <b>Approved By</b>          | Manager – Community & Culture                         |

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- Promote healthy outcomes for children and their families, providing a universal primary health service for children from birth to school age.
- Provide a comprehensive and focused approach to managing the physical, emotional and social factors affecting families in contemporary communities.

### KEY RESPONSIBILITIES AND DUTIES

- Promotion and delivery of the Department of Education and Training (DET) Key Age and Stage (KAS) Framework (as set out in the Maternal and Child Health Practice Guidelines and Maternal and Child Health Service Guidelines) ensuring universal access for all families.
- Within this framework, to maintain a focus on preventative health care, through health promotion activities to ensure optimal health.
- Ongoing monitoring and assessment of children to enable identification of children and families who require further assessment, intervention and support.
- Implementation of strategies to bring families together and foster social networks and strengthen community connections.
- Provision of additional support to families where clinically indicated.
- Delivery of the Enhanced Maternal and Child Health (MCH) service as required.
- Provision of advice and support via telephone conversations with families.
- Involvement in community strengthening activities designed to engage and build capacity within the community and reduce social isolation for parents.
- Maintain high standards of confidentiality within MCH practice – ensure records are accurate and that clients’ private information is maintained securely at all times as required by the DET and Council protocols.
- Comply with the mandatory requirement of reporting children at risk to the Department of Human Services in accordance with relevant legislation and Council procedure.
- Maintain safe infection control practices in regard to disinfecting equipment, work area and hand washing between clients.
- Utilise research to evaluate and improve MCH nursing practice.
- Utilise and promote effective communication with clients, colleagues and other professionals.

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- Review and utilise centre data to inform individual practice.
  - Provide timely reports as required by the Manager – Community & Culture and the DET.
  - Ensure all supplies for the centres are kept up to date, all equipment is in working order and building maintenance requirements are reported to the Coordinator Community Services & Inclusion.
  - Monitor the standard of cleaning in the centres.
  - Understand Council and Government policies of Occupational Health and Safety.
  - Be willing to accept and participate in the training of MCH students.
  - Work as part of a team; participate in team meetings, training and to be flexible in working arrangements within centres throughout the Strathbogie Shire.
  - Participate in emergency management and disaster recovery processes as requested by the Municipal Recovery Manager.
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## OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury themselves and others.
  - The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.
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## RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
  - Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
  - Participate actively in the identification and reporting of risks and contributing to implementation of identified controls.
  - Perform the position functions and duties in accordance with risk management provisions of their position description or contract.
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## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable to the Coordinator Community Services & Inclusion for the quality, effectiveness, cost and the timelines of work plans and programs and for the care of the assets being used.
  - The freedom to act within Council policies and procedures.
  - The freedom to act is governed by clear objectives, and/or budgets, frequent prior consultation with more senior staff and a regular reporting mechanism to ensure adherence to plans.
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## JUDGEMENT AND DECISION MAKING

- The incumbent is required to exercise professional and independent judgement, free of bias or political consideration and to ensure that both judgement and decision making is aimed at achieving Council objectives in accordance with accountability requirements of that position.
  - The position requires the ability to determine an appropriate response given the particular circumstances within the range of duties covered by the position.
  - The Coordinator Community Services & Inclusion is available for advice and may direct nurses on clinical and policy issues.
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## POSITION DESCRIPTION

### SPECIALIST KNOWLEDGE AND SKILLS

- Understanding of the long-term goals of the unit in which they work and an appreciation of the long term goals of the wider organisation.
- Demonstrated ability to work as a clinical nurse specialist with minimal day to day supervision.
- Skills in assessment, case management and referral.
- Knowledge of current issues affecting the Maternal and Child Health Service.
- Familiarity with M&CH Practise Guidelines and the M&CH Program Standards.
- Experience with group work.
- Ability to contribute to the planning and development of the service.
- Understanding the importance of confidentiality.
- Understanding the requirements of Mandatory Reporting
- Ability to resource and use information pertaining to relevant support services for families.
- Computer proficiency to collect and maintain data electronically, communicate and correspond using current technology.

### MANAGEMENT SKILLS

- Ability to manage day to day operations of the Centre.
- Effective time management.
- Understanding of the organisations long term goals and the legal and political context in which the organisation operates.
- Strong documentation and computer skills.
- Ability to supervise students as required.

### INTERPERSONAL SKILLS

- Well-developed interpersonal and communications skills with parents and young children.
- The capacity to establish a supportive relationship with families using the service.
- The ability to establish and maintain co-operative working relationships with a variety of agencies and professionals.
- Ability to work as a flexible and effective team member
- Ability to manage conflict.
- Able to complete specialist reports an external correspondence
- Able to maintain confidentiality and protect privacy
- Strong communication and team skills and capacity to deal with sensitive issues

### QUALIFICATIONS AND EXPERIENCE

- Current registration as a Division One Registered Nurse with AHPRA.
- Current registration as a Midwife with AHPRA.
- Qualification in the area of Child Family and Community Health Nursing (Certificate, Graduate Diploma, Masters) as recognised for practice in the state of Victoria.

### KEY SELECTION CRITERIA

- Current registration as a Division One Registered Nurse with AHPRA.
- Current registration as a Midwife with AHPRA.
- Qualification in the area of Child Family and Community Health Nursing (Certificate, Graduate Diploma, Masters) as recognised for practice in the state of Victoria.
- Maternal and Child Health Practice which demonstrates the importance of universal access and participation for all children from birth to school age and their families and is responsive and flexible in meeting their needs.
- A focus on promotion of optimal health and development, and prevention, early detection and intervention relating to factors negatively impacting on health and wellbeing concerns of children.

## POSITION DESCRIPTION

- The ability to adopt a partnership approach with families, service providers, state and local governments.
- Clinical practice which is of a high-quality evidence based and safe - maintenance of high standards of clinical competency and professionalism
- A family centred and strength based approach to service delivery, respecting the diversity of families.
- Current Working With Children Check Card, Police Check and Victorian Driver's Licence.

## TERMS AND CONDITIONS OF EMPLOYMENT

The Maternal & Child Health Nurse position is classified as an MCH within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within MCH plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 8.45am and 5.30pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Nurses (ANMF – Victorian Local Government) Award 2020 and the Strathbogie Shire Council Enterprise Agreement 2023.

## SIGNATURES

### EMPLOYEE

Name:

Signed:

Date: