

Position Description



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Title:	Aboriginal and Torres Strait Islander Maternal and Child Health
Position No:	F62080
Classification:	Year 1-5
Status:	Permanent, Part-time
Hours:	30.4 hours per week, 0.8EFT
Division:	Community Development
Department:	Children, Families and Community
Location:	274 Gower Street, Preston
Enquiries:	Stacey Fleming, 0438 765 243

Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic).

About Darebin

Located in the northern suburbs of Melbourne, covering an area of around 53 square kilometres of land and encompassing the areas of Bundoora, Kingsbury and Macleod, Fairfield and Alphington, Northcote, Preston, Reservoir, Coburg and Thornbury, the City of Darebin has a population of 161,609 (2018 ERP). The city has one of the largest populations of Aboriginal and Torres Strait Islander residents in metropolitan Melbourne and is home to one of the largest, most diverse communities anywhere in the State in terms of cultures (close to 33 per cent were born overseas), language (138 languages are spoken), religions, gender, age, abilities, socio-economic background, employment status, occupation, and housing needs. One in five Darebin residents is affected by a disability, and almost one-third of these residents require assistance with daily living. About 6 per cent of the population 16 years and over, identify as bisexual, gay or lesbian.

Council has a clear commitment to equity, diversity and inclusion in all that it does. We acknowledge the role that a workforce reflective of the community plays in delivering services and programs; we recognise that in order to meet the needs of the diverse community we serve, we need a diverse workforce with special knowledge and skills. This means that a high quality workforce, skilled in diversity, equity and inclusion principles and practice, is central for Council to deliver responsive, accessible, equitable and inclusive services across the municipality.

We are an Equal Opportunity Employer and do not discriminate in our selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. We are committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply. For all other information regarding the City of Darebin, including our Profile, our Diverse Community, our Values, the Council Plan 2017-2021, Equal Opportunity Employment, Disability Access and Inclusion, the Victorian Charter of Human Rights, and Risk Management, visit our website: www.darebin.vic.gov.au

Our Values

We are Collaborative

We are united by a common purpose to serve the community. We work together, connecting within our teams and across the organisation. We are inclusive and collaborative.
We are one.

We have Integrity

We act with integrity and transparency in conversations and decision-making. Through open and clear communication, we build trust. We're honest.
We walk the talk.

We are Accountable

We are empowered to own and take responsibility for our actions. We follow through on our commitments and deliver on our promises.
We make it happen.

We show Respect

We are diverse, inclusive, respectful and caring. We encourage everyone to have a voice and we listen to each other. We recognise one another's contributions and treat people fairly.
We look after each other.

We are Creative

We are bold, courageous and innovative. We try new things, experiment and continuously improve. We are open-minded, creative and forward-thinking.
We are leaders.

We Make a Difference

We are driven by our desire to make a difference for the people we serve. Our work is purposeful and creates a positive impact for the community. We are proud to work here.
Our work matters.

Occupational Health & Safety

To achieve our desired outcome, you will:

- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.

Sustainability

Council plays a crucial role in contributing to and promoting environmental sustainability both within Council operations and across the municipality by minimising its impacts, leading by example and delivering services and environmental programs. Council has committed to a number of environmental targets, including a carbon neutral target for Council operations by 2020, improved water quality and sustainable water use and waste minimisation and resource recovery. To achieve our desired outcome, you will:

- Maintain an awareness of resource use in your role and minimise this and seek environmentally preferable options wherever possible
- Carry out your role in line with Council's Environment Policy and the Environmental Purchasing Code
- Review work practices to identify where changes to practices or technology can improve environmental performance including the provision of services to the community and opportunities to increase environmental awareness

Excellence in Governance

Employees of Darebin City Council (Darebin) are expected to read and understand the Excellence in Governance Policy and to conduct themselves ethically, professionally and in accordance with Darebin's statutory obligations. Employees are also expected to treat others fairly and courteously while being respectful of alternative views and opinions. Darebin is an equal opportunity employer and does not tolerate discrimination, bullying or harassment in any form.

Employees are prohibited from disclosing any confidential information they may acquire during their employment, or using such information for any purpose other than for the purposes of Darebin. Further, employees shall not use such information improperly to cause harm or detriment to other staff, people, body or the Council.

Employees shall not engage in any outside employment or activities that impact on their primary employment at Darebin. Employees shall also ensure that any outside employment or activities do not create a conflict of interest and/or duty with their role at Darebin. Where it is unclear whether a conflict of

interest may exist, the employee should seek direction from their Direct Manager. Any actual or perceived conflict of interest must be disclosed prior to business dealings or immediately the conflict is apparent. This includes any possible direct or indirect pecuniary interest with a potential external tenderer in respect of goods, services or works tendered by Council.

Employees shall take responsibility for their actions when carrying out duties for Council and protect public resources and assets.

Employees must not make a statement made on behalf of the Council to the media or public unless authorised to do so by the Chief Executive.

Employees shall not discuss departmental business or staff matters with Councillors. If a Councillor requests such information from an employee, the request should be referred to the employee's Manager in the first instance.

As a condition of employment the successful candidate is expected to sign the Excellence in Governance at Darebin Declaration confirming that they have read and understood and agree to act in accordance with the Excellence in Governance at Darebin Policy.

Position Objectives:

As part of our multi-disciplinary Maternal and Child Health team the Aboriginal and Torres Strait Islander Maternal Child Health Nurse will help support and provide culturally safe practices and services to Aboriginal and Torres Strait Islander children and families.

- To provide outreach, support and promote health and wellbeing among the Aboriginal and Torres Strait Islander children and families within Darebin.
- To promote and improve access to Maternal Child Health services for Aboriginal and Torres Strait Islander children and families within Darebin.
- To maintain positive relationships with the Victorian Aboriginal and Torres Strait Islander Community and other service providers to support Aboriginal and Torres Strait Islander families to enhance Aboriginal and Torres Strait Islander parenting practices.
- To provide a comprehensive and focused approach for the early intervention and prevention of physical, emotional and social issues affecting Aboriginal and Torres Strait Islander young children and their families.
- To ensure appropriate and timely referral for Aboriginal and Torres Strait Islander children and families.
- To provide flexible access and sustainable practices of enhanced Maternal Child Health services to families
- Working with Darebin Maternal Child Health staff to promote culturally appropriate care and awareness of Aboriginal and Torres Strait Islander parenting needs, practices and values.
- Identify gaps and barriers to service provision and access for Aboriginal and Torres Strait Islander children and families and, work to implement action plans to address the gaps and barriers for better service outcomes.

Reporting Relationships:

This Position Reports To: Maternal and Child Health Leader

Position Reporting To This Position: Nil

Internal Relationships: All employees across Council

External Relationships: Community Agencies, Department of Education and Early Childhood Development, Aboriginal and Torres Strait Islander Community

Key Responsibilities and Duties:

Administration

- Provide Maternal & Child Health activities as outlined in the MCH Service Practise Resource Guidelines 2009.
- Maintain accurate client and service records as required by State Government, including Statistics for funding purposes.
- Fulfil objectives and outcome measures as stipulated by the Department of Health and Human Services.
- Operate within the budget allocation.
- Contribute to data collection and reporting requirements of funded activities delivered through the position.
- Working with Aboriginal and Torres Strait Islander children and families identify opportunities to promote, expand and enhance service delivery and access.
- Participate in MCH team meetings, collaborative planning activities and quality assurance activities.
- Attend professional development training to update skills as necessary to perform specified program activities.
- Contribute actively to the provision of culturally appropriate and welcoming environment for all Aboriginal and Torres Strait Islander children and their families
- Liaise with Maternal and Child Health Coordinator regarding building maintenance, ordering supplies etc.
- Participate in research activities by City of Darebin or other agencies in agreement with City of Darebin
- Undertake other duties as directed within the skills and abilities of a position at this level.

Maternal Child Health and Outreach

- Provide a culturally appropriate, safe and quality Maternal Child Health service to Aboriginal and Torres Strait Islander children and families to improve health and wellbeing outcomes for the boorai's Key Ages Stages journey.
- Provide support to Aboriginal and Torres Strait Islander families to develop skills and build knowledge relating to pregnancy care and parenting practices.
- Work closely with the Immunisation team to ensure children and families have update to date immunisations and access to their immunisation records.
- Actively maintain client confidentiality at all times and prepare and keep accurate and up-to-date records for each child/family to support effective record keeping practices for efficient client management and reporting functions.
- Working closely with Aboriginal and Torres Strait Islander families to address gaps and barriers to accessing services.
- Working with MCH Team to identify solutions to address gaps and barriers to improve health and enhance pathways.
- Provide clinical support to MCH Team and other staff, particularly culturally supportive referral pathways, planning and delivering workshops and training.
- Work with general practitioners and Aboriginal and Torres Strait Islander Service providers to provide a variety of services to enhance access and pathways to quality of family care for Aboriginal and Torres Strait Islander children and families.
- Work with a diverse range of families, groups and service providers.
- Support and participate in any student placement program within the Maternal and Child Health Service.
- Active commitment to Health Promotions and Childhood immunisation.

Community Engagement

- Develop and maintain positive relationships with Aboriginal and Torres Strait Islander controlled organisations and organisations that provide a service to Aboriginal and Torres Strait Islander people.
- Work with our Maternal Child Health Team, Immunisation Team and managers to strengthen engagement of the Aboriginal and Torres Strait Islander community to enhance service delivery.
- Establish and maintain partnership opportunities with service providers to cement sustainable client care and flexible referral pathways.
- Participate in community events (such as NAIDOC week, Reconciliation Day, Sorry Day) and awareness raising activities to advocate Aboriginal and Torres Strait Islander Health.
- Actively share community events, news and training information within MCH team and Immunisation team to build and foster knowledge sharing and learning.
- Participate in meetings with Aboriginal and Torres Strait Islander community and organisations to promote the role of Darebin City Council Maternal Child Health and Immunisation services in delivering flexible health outcomes for children and families.
- Other duties as directed within the skills and capabilities of a position at this level.

Accountability and Extent of Authority:

- Providing accurate information to management.
- Providing guidance and support to students as required
- Ensuring work is undertaken in a safe manner and relevant OH&S regulations are adhered to.
- Ensuring work is undertaken in accordance with ANMF, MCHN Standards of Practice and DEECD Program Standards.
- Day to day operation of the MCH program.

Judgement and Decision Making:

The Aboriginal and Torres Strait Islander Maternal and Child Health Nurse reports to Maternal and Child Health Leader. Aboriginal and Torres Strait Islander Maternal and Child Health Nurse works with the Maternal and Child Health Leader and team members and makes recommendations to achieve key objectives, goals and plans of Darebin City Council Maternal Child Health Services.

- Exercise professional judgement in delivering the MCH program when working with the families in Darebin.
- Problem solving and decision making at operational level based on professional knowledge and expertise for the families requiring enhanced Maternal and Child Health Services.
- Assist with recommending improvements or changes to service delivery to meet targets for the program.

Specialist Skills and Knowledge:

- Ability to work with a diverse range of families, groups & service providers.
- Practice within a safe cultural space to assist with effective planning and delivery of MCH services for Aboriginal and Torres Strait Islander children and families.
- Knowledge and understanding of significant Aboriginal and Torres Strait Islander celebrations and events
- Knowledge and skills to maintain professional standards of MCH Nursing practice.

- Comply with the professional code of ethics in nursing.
- Well developed assessment and referral skills.
- Understanding families support needs and child protection issues.
- Understanding of Mandatory Reporting legislation.
- Understanding of the DET support systems.
- Knowledge of child development and family dynamics.
- Ability to work together with families to teach, learn and impart practical child rearing practices and values.
- An understanding and ability to use Information Technology systems specific to Maternal & Child Health practice.

Management Skills:

- Awareness of barriers and gaps in MCH service that may hinder engagement with Aboriginal and Torres Strait Islander children, families and community.
- Ability to manage the day to day operation of the Maternal and Child Health program at a Maternal and Child Health Centre.
- Utilise MCH Leaders to advise of client concerns and communicate with centre nurse or other staff in a timely manner relating to any centre or client issues
- Provide feedback where working arrangements do not allow for sufficient time to complete duties or other systems to support relieving staff are not adequate
- Ability to manage time, set priorities, plan and organise work to deliver quality service and meet objectives within timelines.
- Understanding of and ability to implement personnel practices including Equal Opportunity and Occupational Health and Safety, training and development.
- Ability to manage competing demands.
- Ability to demonstrate flexibility, innovation and initiative.
- Ability to adapt to a changing organisational environment.

Other Relevant Information:

Repetitive or Sustained Forces

Twisting the back more than 20 degrees

Bending the back forwards or sideways more than 20 degrees

Reaching forwards or sideways more than 30 cm from the body

Lifting or lowering (up to 5 kg)

Use of a computer keyboard or other hand held equipment (Ipad, measuring devices, mobile phone).

Able to get in and out of a vehicle

Bending the head backwards more than 5 degrees

In accordance with the Australian Fair Work Act 2009, protection from unfair dismissal is subject to a minimum six month period of employment.

The successful candidate will be required to provide proof of Australian Citizenship or residency status, (including at least a birth certificate or passport), **and** proof of identity, (Medicare card and/or current driver's licence).

This position requires a Health Declaration and/or Functional Capacity Assessment prior to an offer of employment being made.

This position requires a satisfactory Police Check result prior to an offer of employment being made.

This position requires a current Working with Children Card.

A Zero Blood Alcohol Level is required at all times.

The successful applicant will be provided with all relevant tools and equipment to undertake the inherent requirements of the role. All tools and equipment must be returned to the direct Manager upon cessation of the role.

Darebin City Council is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from Aboriginal or Torres Strait Island people, people with disabilities and culturally and linguistically diverse backgrounds. If you require support or advice with your application, contact the People and Development team on 8470 8204. Reasonable adjustments can be negotiated.

Darebin City Council is a smoke free work place.

Canvassing of Councillors and Council Officers:

Canvassing of Councillors and Council Officers, either directly or indirectly that may influence the outcomes of this application may be deemed a disqualification.

Enquiries regarding the position however, can be directed to the nominated contact officer named in this Position Description.

Qualifications, Certificates, Licences, and/or Experience:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Division 1 Registered nurse and midwife and have postgraduate qualifications (or equivalent) in Maternal & Child Health (or working towards qualifications)
- People that identify as an Aboriginal or Torres Strait Islander and are working towards (or planning to obtain) a MCH qualification are encouraged to apply
- Experience in Local Government Maternal & Child Health Services an advantage
- CPR and First Aid Level 1 an advantage
- A Current Victorian driver's licence
- A Current Working with Children's Card.

Key Selection Criteria:

1. Experience in working with Aboriginal and Torres Strait Islander children and their families, including liaising with Aboriginal and Torres Strait Islander organisations
2. Understanding of the Aboriginal culture and their values, in relation to health, wellbeing and parenting practices.
3. Well developed assessment and referral skills.
4. Demonstrated knowledge and ability to respond appropriately and with sensitivity to high need families.
5. Understanding of family support needs and child protection issues.
6. Demonstrated knowledge and experience in providing an outreach Maternal and Child Health services and vaccinations.
7. Demonstrated ability to develop and communicate a case plan and follow up arrangements in conjunction with the parent.
8. Demonstrated proficiency in basic information technology systems and the Maternal and Child Health CDIS Software package.

Interpersonal Skills/ Personal Attributes:

1. Ability to demonstrate flexibility and commitment to deliver an excellent standard of client service.
 2. Excellent communication skills-oral and written and ability to communicate effectively with clients and the MCH team.
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Inherent Physical Requirement

Position Number & Title: Aboriginal and Torres Strait Islander Maternal and Child Health Nurse				
F62080				
Work Area:				
Summary Tasks:				
Physical demands of the task and % of time allocated	Rarely 1-10%	Occasional 11-33%	Frequent 34-66%	Constant 67-100%
Sitting			X	
Standing		X		
Walking		X		
Steps/ stairs		X		
Squatting		X		
Kneeling		X		
Looking Up		X		
Looking Down		X		
Bending spine forwards		X		
Twisting spine to side e.g. during meetings to view team members		X		
Bending spine backwards	X			
Working with one or both hands above shoulder height	X			
Reaching forwards or sideways > 30cm from the body		X		
Gripping or grabbing			X	
Fine hand coordination e.g. for computer keying				X
Lifting floor-waist		X		
Lifting at waist height		X		
Lifting waist overhead	X			
Carrying		X		
Pushing e.g of trolleys	X			
Pulling e.g. of trolleys	X			
Exerting force with one hand or one side of body e.g. when hole punching / stapling	X			
Exerting force in an awkward posture	X			
Holding, supporting or straining	X			
Other				