

# POSITION DESCRIPTION



## Maternal and Child Health Nurse

### Position Summary:

Provide an efficient and comprehensive MCH service in the Central Goldfields Shire Council which addresses and meets the needs of children 0-6 years and their families.

To promote the comprehensive and focused approach for the promotion, prevention, early detection and intervention of physical, emotional or social factors affecting young children and their families.

Enhance family and community capacity to support young children and their families to address physical, emotional and social wellbeing issues affecting young children.

### Position details

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|------------------------|--|
| Directorate            | Community Wellbeing  |
| Department             | Community Services   |
| Appointment Type       | Casual   |
| Classification         | Maternal and Child Health Nurse  |
| Location               | Goldfields Family Centre and other community settings including clients' homes and outreach venues.  |
| Reports to             | Coordinator, Maternal and Child Health.  |
| Supervises             | Nil.   |
| External relationships | Service users and their families, local schools, Maryborough Community Health and other health and wellbeing services community members and local businesses. State and Federal Government departments, other local child care and early education providers, other Councils and authorities |
| Internal relationships | Early Years, Go Goldfields, Finance, Operations (maintenance). People and Culture  |
| Date PD approved       | April 2022   |

### Key responsibilities and duties

- Provide the universal MCH program via the Key Age and Stage Framework for all children 0-6 years.
- Identify and provide additional support for children and families with additional needs through flexible service capacity.
- Support families with evidence-based practice and research.
- Focus on the prevention, promotion, early detection and intervention of health and wellbeing concerns of children.
- Encourage and welcome participation by women prior to the birth of their baby.
- Maintain accurate and confidential CDIS and Child Health Records of each consultation.

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## Organisational responsibilities

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|-------------------------|---|
| Council values          | <ul style="list-style-type: none"><li>• Demonstrate and encourage behaviour in line with the Council's adopted values</li></ul>   |
| Customer Service        | <ul style="list-style-type: none"><li>• Accountable for the department complying with the Customer Service Charter.</li></ul>   |
| Behaviour               | <ul style="list-style-type: none"><li>• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.</li><li>• Abide by the Code of Conduct</li></ul>                         |
| Risk management and OHS | <ul style="list-style-type: none"><li>• Identifying, managing and minimising risk to Council.</li><li>• Contributing to the Council's Risk Register.</li><li>• Ensuring that all OH&amp;S obligations are met</li></ul> |
| Corporate records       | <ul style="list-style-type: none"><li>• Ensuring the department maintains Council records:</li><li>• Within the approved record management system; and</li><li>• In an accurate and timely manner.</li></ul>            |
| Legislative framework   | <ul style="list-style-type: none"><li>• Accountable for all legislative and regulatory obligations relevant to the department.</li></ul>  |
| Emergency management    | <ul style="list-style-type: none"><li>• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.</li></ul>   |

## Accountability and extent of authority

- Accountable for the efficient operation of the MCH and Enhanced MCH Services.
- Accountable for decisions and actions regarding the effective operation of the MCH Services within all relevant legislation, regulations and guidelines and Council policies, procedures and budgets.
- Authority to liaise with community groups, ratepayers and other key stakeholders.
- Freedom to act is governed by policies, objectives and budgets with regular reporting mechanisms to ensure the achievement of goals and objectives with the Coordinator maternal and Child Health.

## Judgement and decision making

- The nature of the work is specialised and calls for a range of decisions to be made consistent with the policies of Central Goldfields Shire Council and government policy frameworks, using a broad knowledge base and professional training.
- This role would provide specialist advice to the organisation in the field of MCH and would identify solutions and options for complex problems as well as the development of procedures and policies to meet changing circumstances.
- Ability to problem solve using established techniques, procedures and guidelines identifying and analysing a range of options and recommendations considering the impact on key stakeholders particularly the wider community.

## Specialist skills and knowledge

- Able to identify and respond appropriately to issues regarding the health and wellbeing of Maternal and Child Health services users in line with organisational and government policy.
- Demonstrate exceptional service knowledge and interpersonal skills to support the planning and integration of Maternal and Child Health practice, policy and procedures within the local service delivery context.
- Demonstrated knowledge and ability to advocate for issues affecting families with children aged 0-6 years
- Demonstrated ability in research, development and implementation of innovative solutions to continuously improve service delivery and client outcomes.
- Knowledge of relevant stakeholders and networks.
- Demonstrated high proficiency in client record management.
- Proficiency in the use of personal computers, in particular database applications (CDIS program) and Microsoft Word, Excel and Outlook.

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## Management skills

- Highly developed networking and liaison skills.
- Able to effectively problem solve, exercise sound judgement and decision making in complex situations.
- Ability to lead and manage a complex professional Family and Children's service to ensure continuous service relevance and best practice.
- Demonstrated ability to plan, prioritise, establish and achieve goals for the MOM Services both on an individual and team basis and in an environment of change and conflicting demands.

## Interpersonal skills

- Advanced skills in delivering/producing verbal and written reports and the preparation of internal and external correspondence.
- Excellent customer service focus.
- Leadership and motivational abilities in the context of a complex, fast-changing, competitive environment.
- Ability to work independently and in a team environment.
- Ability to foster effective working relationships and negotiate with other service providers, industry and the community to enhance planning, problem-solving, information sharing and implementation of new strategies relevant to the MCH Services.
- Ability to maintain strict confidentiality when required.

## Qualifications/experience

- Registration with the Australian Health Practitioners Regulations Agency (AHPRA) as a General Nurse and Midwife, with additional Maternal and Child Health qualifications, and extensive Maternal and Child Health (MCH) experience.
- Immunisation accreditation an advantage.
- Current Employee Working with Children Check.
- Current Victorian driver's licence.

## Selection criteria

1. Ability to conduct comprehensive health assessment screening of children birth to six years.
2. Demonstrated ability to work collaboratively within a team environment.
3. Ability to plan, prioritise and organise work within a set timetable and in an environment of change and conflicting demands.
4. Proven ability to undertake efficient program delivery and service administration along with experience with the CDIS program and use of the electronic diary.
5. Detailed knowledge of MCH Service policies, funding body guidelines and the goals and objectives of the Service.
6. Highly developed interpersonal and communication skills both oral and written including preparation of the child and family-related reports as required
7. Demonstrated ability to work individually and make decisions with minimal supervision.
8. Be able to provide evidence of full vaccination status or valid medical exemption.
9. Hold a current Employee Working with Children Card prior to commencement.
10. Willingness to undertake a National Police Check.

Note: Appointment is subject to the successful completion of this check.

## Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

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## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

## Signatures

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| Lucy Roffey<br>Chief Executive Officer |  |
| Maternal and Child Health Nurse        |  |