

POSITION DESCRIPTION

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| POSITION TITLE: | MATERNAL CHILD HEALTH NURSE |
| POSITION NO: | VARIOUS POSITIONS |
| DIVISION: | COMMUNITY SERVICES |
| DEPARTMENT: | HEALTH AND COMMUNITY WELLBEING |
| SECTION: | MATERNAL & CHILD HEALTH |
| STATUS: | VARIOUS |
| CLASSIFICATION: | MCH ACCORDING TO YEARS OF EXPERIENCE |
| OCCUPANT: | VACANT |
| LOCATION: | VARIOUS LOCATIONS ACROSS THE MUNICIPALITY |
| DATE: | MAY 2022 |

POSITION OBJECTIVES:

- To provide a family centred primary health and wellbeing care service that maximises the health and development of children from birth to 6 years, resident within Hume City Council.

KEY RESPONSIBILITIES AND DUTIES:

- Provide the recommended schedule of health monitoring activities to children from birth to 6 years at key development ages, as specified by the Department Education and Training (DET)
- Identify and provide additional and/or flexible services to meet the needs of families with children, from a range of cultural and social backgrounds. The activities may be in the form of additional home visits, clinic and/or telephone consultations or group sessions.
- Undertake appropriate action, which may include anticipatory guidance:
 - provide learning, health and child development information
 - provide initial/limited counselling
 - refer to another agency (internal and external)
 - identify outcomes and interventions
 - make notifications to Department of Health and Human Services (DHHS)
- Maintain accurate, confidential records of daily activities, child/family profiles and maintain other documents as required, in accordance with relevant standards and privacy requirements.
- Maintain Council policy and protocol and DET guidelines.
- Maintain confidentiality of information at all times.

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ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

Our Hume Values & Guiding Behaviours:

Respect

I will:

- Actively listen and communicate openly with others
- Value individual differences and the contribution of others
- Treat people fairly and ensure others do the same



Customer Focus

I will:

- Take responsibility for delivering services and solutions in a timely manner
- Respond to internal and external customers professionally and respectfully
- Engage with, listen and seek to understand the needs and expectations of the customer/resident

Collaboration

I will:

- Support and assist others by sharing information, knowledge and resources
- Cooperate with others and set and achieve common goals
- Actively participate and contribute to the team

Innovation

I will:

- Explore and act on better ways of doing things
- Be open minded and encourage new ideas from others
- Actively learn and develop to improve the work I do for the organisation

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Sustainable Environment Department leads Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

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STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Demonstrate Council's commitment to implementing best practice risk management processes.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

POLICE CHECK:

The incumbent must have and maintain a current Police Check ☒ YES ☐ NO

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check ☒ YES ☐ NO

PRE-EMPLOYMENT MEDICAL CHECK

The incumbent must undergo a Pre-Employment Medical Check

Medical

(including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test) ☒ YES ☐ NO

Audio Test

☐ YES ☒ NO

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OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time

| ORGANISATIONAL RELATIONSHIPS: | |
|-------------------------------|---|
| Reports to: | Team Leader Maternal Child Health |
| Supervises: | NIL |
| Internal Contacts: | Family, Youth & Children's Services staff, Community Services staff, other sections of Hume City Council |
| External Contacts: | Department of Education and Training, Community Health Services, G.P's, Hospitals, Domiciliary Nursing Services, Playgroups and Australian Breastfeeding Association. |

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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Displaying and promoting Our Hume Values & Guiding Behaviours
- Making decisions on the day to day operation of the Service, consistent with policies and procedures.
- Achieving performance targets as identified.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Making decisions on the day to day provision of the Service, consistent with policies and procedures.
- Basing decisions on professional knowledge and expertise
- Conferring with Coordinator/Team Leader of Maternal and Child Health on any issues relating to DHHS notification.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Knowledge of the development of the well child and deviations from the normal and relevant assessment skills
- Knowledge of the post-natal recovery of the mother, and relevant assessment skills
- Knowledge of the establishment and maintaining of lactation, and relevant skills
- Knowledge of family dynamics and its impact on the child
- Computer literacy
- Knowledge of quality improvement cycles

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Time Management skills
- Ability to prioritize work

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Good communication and writing skills including the ability to gain co-operation from a range of people from diverse backgrounds and cultures
- Demonstrated ability to work as a sole practitioner within the framework of a multi-disciplinary team

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Registered Nurse and Midwife with the Australian Health Practitioner Regulation Agency AHPRA, with additional qualifications in maternal and child health
- Tertiary qualifications in a related discipline and/or appropriate experience

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

| Condition/Activity | Constant | Frequent | Occasional | N/A |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Manual handling weights – above 10kgs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| – below 10kgs | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Manual handling frequency | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Repetitive manual work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Repetitive bending/twisting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Repetitive kneeling/squatting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working with arms above head | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Lifting above shoulder height | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Using hand tools – vibration/powered | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Operating precision machinery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Close inspection work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wearing hearing protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wearing eye protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wearing safety shoes/boots (steel cap) / gum boots | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Wearing other relevant PPE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working in dusty conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working in wet/slippy conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Working with chemicals/solvents/detergents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Washing hands with soap (hygiene) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Working at heights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working in confined spaces | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Working in chillers (+4 degrees C) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Performing clerical duties | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Working on a keyboard | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driving cars and/or trucks | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other special features (e.g. nature of chemicals, travelling requirements etc): | | | | |
| Required to have own car to undertake home visits for clients within Hume City Council municipality – reimbursed for kilometres travelled as per Enterprise Agreement. | | | | |
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VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Registered Nurse and Midwife with the Australian Health Practitioner Regulation Agency AHPRA, with additional qualifications in maternal and child health
2. Tertiary qualifications in a related discipline and/or appropriate experience
3. Demonstrated knowledge, understanding and practical application of a range of child development and learning strategies.
4. Demonstrated ability to respond appropriately to the needs of families, unbiased by personal beliefs and values
5. Demonstrated good communication skills and ability to communicate with a wide variety of people from diverse backgrounds and cultures
6. Demonstrated ability to work independently as well as within a team
7. Current Driver's Licence
8. Current Police Check
9. Current Working with Children Check

Desirable

- Knowledge of a community language would be an advantage
- Familiar with Child Development Information System (CDIS) software

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