

POSITION DESCRIPTION

Position Title: Maternal & Child Health Nurse

Position Number: 200321, 200322, 200323, 200327, 200328, 200330, 200331, 200333, 200334, 200335, 200336, 200337, 200338, 200341, 200342, 200694, 200768, 200897, 201061, 201147, 201148, 201353, 201354, 201355, 201414, 201415, 201458, 201465, 201466, 201467, 201468, 201636, 201829, 201837, 201880, 201881, 201890, 202048, 202427, 202481, 202533, 202534, 202609, 202613, 202642, 202646, 202659, 202684, 202733, 202805, 202854, 204034, 204322, 204323, 204324, 204325, 204326, 204327, 204443, 204716, 204821, 204864, 204865, 205136, 205134, 204972, 204973, 205135

Date of PD: 16 June 2026

Classification: Maternal Child Health Nurse

Position Purpose

- Provide Maternal and Child Health (M&CH) Services to eligible families who live in Wyndham City.
- Operate within a multi-disciplinary approach to delivery of Wyndham's M&CH Services.
- Contribute to the success of Wyndham's M&CH Services through active teamwork and effective performance of the responsibilities and duties of the position.

Key Responsibilities

- Provide M&CH services according to the Department of Education and Early Childhood Development (DEECD) Service Delivery Framework for Universal and Enhanced M&CH services.
- Provide assessment and Interventions for children and their families and refer to other health professionals and services where the need has been identified.
- Support and assist women to breastfeed and provide families with current nutritional information.
- Provide current parenting information and assist with the facilitation of parent groups.
- Actively liaise with services in the local community to enhance program outcomes and facilitate access for families to M&CH services.
- Manage the day-to-day operations of a Maternal & Child Health Centre.
- Maintain accurate Health records for children and families.
- Report to Child Protection services as required under mandatory regulations.
- Act as Preceptor for students and Mentor for new graduates as required.
- Provide reports to Council and State Government Departments when required.
- Report to Unit Leader as required on matters pertaining to clinical practice and centre management issues.

- Attend relevant professional development as required to maintain M&CH service standards.
- Carry out other duties commensurate with skills and abilities as deemed reasonable and appropriate to the role as directed from time to time.

Risk Management

Accountable for the implementation and maintenance of sound risk management within the areas of responsibility and in accordance Wyndham's Risk Management Policy. Create an environment where managing risk is accepted as the personal responsibility of each employee.

Occupational Health & Safety

All employees of Wyndham City Council must take care of their Health and Safety, as well as those who work around them. They will be expected to:

- Conduct their role in a safe manner and in accordance with OHS legislation provided safety procedures and safe working instructions.
- Not intentionally or recklessly interfere or misuse anything in the workplace in a way that may diminish the Health, Safety or Wellbeing of themselves or anyone else.
- Report incidents, hazards or near misses they observe or are involved in promptly.
- Participate where requested in incident investigations, risk assessments and role specific training.

Child Safety

Wyndham City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. Employees must report any concerns relating to child safety to their supervisor. All allegations and safety concerns will be treated seriously in line with our policies and procedures to uphold our commitment. It is the responsibility of each employee to familiarise themselves with the Child Safety and Wellbeing Code of Conduct and the Child Safety, Wellbeing & Reportable Conduct Policy.

Accountability and Extent of Authority

- Responsible to deliver M&CH services to those for whom the incumbent has designated responsibility.
- Responsible to exercise a reasonable standard of care subject to standards of nursing practice and policies.
- Accountable to society by continually evaluating outcomes of nursing practice.

Judgement and Decision Making

- Required to assess the health status of the child and family, plan appropriate interventions and conduct a variety of health screening tests.
- Required to refer children/families to services and other health professionals where need has been identified including Child Protection services.
- Required to make decisions and recommendations on the day to day management of M&CH locations.
- Required to make assessments and recommendations in regard to student placements.

Management Skills

- Manage own time, including setting priorities for practice, planning and work.
- Design, implement and evaluate a variety of health education programs.
- Maintain accurate confidential child/family records.
- Provide regular statistical reports to the Department of Education and Early Childhood Development and Council.
- Provide written reports when required.
- Participate in the development, implementation and ongoing monitoring of the M&CH Unit's Business Plan.
- Identify and recommend maintenance and equipment requirements.
- Operate within the Maternal and Child Health budget.

Interpersonal Skills

- Communicate with a wide range of people from a variety of socio-economic and Cultural and Linguistic Diverse backgrounds.
- Able to work independently as well as within a team.
- Able to liaise well with community and referral networks.
- Able to work well with Information Technology, especially with specific program software.
- Able to document information in a professional manner both electronically and in writing.

Specialist Skills and Knowledge

- Proficiency in applying the principles of logical and scientific thinking in provision of M&CH Services.
- Demonstrated ability to counsel families and a sound understanding of family dynamics.
- Ability to work with families from culturally diverse and challenging backgrounds.
- Demonstrated knowledge of the Maternal & Child Health Program including the immunisation requirements of children 0 - 6 years of age.
- Understanding of the long term goals of the Maternal & Child Health Unit and of the relevant policies of both the unit and the wider organisation.

Qualifications and Experience

- Current registration with AHPRA in General Nursing and Midwifery and additional qualifications in Maternal and Child Health.
- Current Victorian Drivers License.
- Previous practical experience in Maternal and Child Health nursing or undergoing training.
- Competent in using computer systems including email, Internet and M&CH programs.
- Current Working with Children check

Inherent Physical Requirements of Position

This section lists the demands and work environment in order to perform the essential functions of this position. Wyndham City Council is committed to providing reasonable adjustments to ensure that all employees, including those with disabilities, have equal opportunity to perform the essential functions of their role.

Task	Description
Office Duties	- Using a workstation with adjustable office furniture, general office-based work such as handling files, attending phone calls and customer enquiries and using a computer for up to one hour at a time, followed by a break.
Driving	- Required to move in and out of a Council owned vehicle/machinery on a regular basis.
Carrying/Lifting	- Occasional lifting and carrying of items

Other Relevant Information

- Employment is subject to the presentation of the right to work in Australia.
- Current Working with Children check
- Appointment is subject to a satisfactory completion of a police check and can be requested from time to time.
- This position may be required to work at other sites across Wyndham City to meet operational and business requirements.

Key Selection Criteria

- Current registration with AHPRA in General Nursing and Midwifery and additional qualifications in Maternal and Child Health.
- Recent experience in Maternal and Child Health practice or training in M&CH nursing.
- Excellent written and oral communication skills.
- Ability to manage time effectively.
- Ability to work alone as well as in a team setting.
- Excellent computer skills and experience using CDIS software.
- Current National Police Record Check or ability to obtain one as part of the recruitment process.
- Current Victorian Driver's Licence and access to registered and insured vehicle.
- Current Working with Children check