

# Position Description

## Maternal and Child Health Nurse (Reliever)



<b>Current Incumbent:</b>	
<b>Position number:</b>	181-1
<b>Department:</b>	Community Wellbeing
<b>Directorate:</b>	Community
<b>Classification:</b>	Casual
<b>Salary range:</b>	MCH Grad Dip 1
<b>Award:</b>	Moira Shire Enterprise Agreement/ Victorian Local Authorities Award 2001

### About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

### Role Purpose and Objectives

- To provide a holistic Maternal & Child Health service to families with children aged 0-6 years through timely and appropriate nursing interventions and community development processes.
- To promote optimal maternal and child health and well-being, as well as specific protection against disease and disability, in particular during the child bearing and early child-rearing continuum of the life cycle.

### Organisational Relationships

**Reports to:** Team Leader Maternal and Child Health and Immunisation

**Supervises / Manages:** Student Nurses

**Internal Liaisons:** Senior Officer  
Community Wellbeing, Health and Culture Staff  
Council Staff  
Councillors

**External Liaisons:** Families and Children  
Government Department and Agencies  
Community Groups  
Hospitals and Health Organisations  
Local Doctors and Nurses  
Health Agencies and Support Groups

### Key Responsibilities and Functions

#### MATERNAL AND CHILD HEALTH

- Fulfilling a specialist role in the community by promoting and protecting the health of children ages 0 – 6 years and their families including the objectives of Enhanced Home Visiting.
- Monitor, assess and promote the health, growth, development and social skills of young children 0-6 years, including physical, social/emotional and intellectual status.
- Conduct regular consulting sessions offering guidance and advice on a wide variety of childcare,

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parenting, maternal and child health and family related issues, including home visits to parents of new babies.

- Provide advice and support in a non-judgmental, safe environment for individuals and families.
- Assess parents' adaptation to parenthood, their coping ability and strengths and work with them to plan ongoing successful parenting strategies.
- Provide information on nutrition for children and promote breast-feeding by offering advice, help and education, and information and assistance on issues relating to women's health, including family planning, antenatal and postnatal care.
- Identify the type of support needed by the customer/family and encourage the use of community resources and facilitate the access and continuity of health care to families who have additional needs.
- Intervene or refer children/families to other services as appropriate, including Mandatory Reporting.
- Recognise the rights and privileges of a child and the need for special safeguards, legal or otherwise, to protect her/his well-being.
- Act as an advocate for children, parents, the community and the Maternal and Child Health Service as appropriate.
- Maintain a safe and hygienic environment and be responsible for the security at the centre where working.
- Supervise student's placements for nursing, medical, health and other allied professionals in accordance with Council policy.
- Accurate recording of consultations into Child Development Information System.
- Service delivery within MCH Competency and Documentation Standards.

### ADMINISTRATION

- Maintain confidential, accurate and secure individual/child/family records i.e. daily activities, enrolments, birth notifications and developmental assessments.
- Provide annual and other reports to the Moira Shire Council and the Department Education & Early Childhood Development as required.
- Collect, maintain and report any data that is requested for statistical, funding or research purposes.
- Participate in or conduct research as required.
- Participate in the development of the Maternal and Child Health Service's aims and objectives, to be used as a guide to planning, implementing and evaluating all aspects of the Service.
- Develop and maintain a positive public relations and promotional program for the service and its activities.
- Implementation of flexible work practices and arrangements including all relevant Council policies and procedures.
- Facilitate the development of community support networks.
- Assess the need for health education programs, support services and support groups for individuals/families and, where resources permit, design and implement appropriate services and programs.
- Assist communities to identify health needs and to implement actions, which will enhance the health of the community.
- Participate in community education/health promotion programs where appropriate and as required.

*Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.*

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### Position Descriptors

#### Accountability and Extent of Authority

The incumbent is subject to annual review (pursuant to the relevant Award) and is accountable for:

- Achievement of agreed, specific performance objectives for the position;
- Effective implementation of relevant work programs;
- Adoption and implementation of safe working practices and procedures;
- Adherence to Moira Shire Policies and Procedures;
- Adherence to all relevant provisions of applicable Acts and Regulations;

The incumbent has considerable discretion to make decisions and recommendations within the limits of the Nurse's professional code and Moira Shire guidelines.

The incumbent is required to report regularly to the Team Leader Maternal and Child Health/Immunisations.

#### Judgement and Decision Making

The incumbent is responsible for making decisions and exercising judgement about the areas for which he/she is responsible including:

- Efficient and effective use of resources;
- The application and implementation of safe work practices and procedures appropriate and relevant to the job;
- Resolving issues as they arise;
- Advising management about issues which need specialist attention;
- Ability to deal with and resolve complex social and health issues
- Consulting regularly with other professionals;
- The ability to respond with creativity and innovation to situations which arise.

Ongoing professional development is required to enable the application of new techniques to new situations and guidance and advice is not always available within the organisation.

#### Specialist Skills and Knowledge

- Demonstrated knowledge of maternal and child health issues and the ability to practice within a social model of health within a community setting;
- Ability to achieve industry best practice as appropriate to maternal and child health services;
- A commitment to continuous improvement and ongoing personal and professional development;
- Well-developed group facilitation and public speaking skills.
- A commitment to the delivery of quality, customer focused services.
- Ability to plan and organise work according to time frames and priorities;
- Maintenance and collection of relevant statistics.
- The position requires a wide range of specialist professional skills in maternal and child health.

#### Management Skills

- Ability to set priorities and prepare work plans to achieve set objectives, within the resources available and within set time frames takes place.
- Ability to work with minimum supervision, set priorities and plan and organise one's own work.
- Commitment to the ongoing review, maintenance and adherence to Council's Quality and Occupational Health and Safety systems.

#### Interpersonal

- High level verbal and written communication skills;

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### Skills

- Ability to work in a flexible and responsive manner to meet customer needs;
- Demonstrated ability to counsel customers on sensitive matters;
- Ability to gain the cooperation and assistance of other professionals;
- Have a positive and professional presentation;
- Be committed to effective, quality customer service;
- Have the ability to work effectively and successfully, with a wide range of people from diverse backgrounds and groups.

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### Key Selection Criteria

- Satisfies the Essential Qualifications mentioned below.
- Understanding of providing services within a Local Government setting.
- Demonstrated knowledge of maternal and child health issues and the ability to practice within a social model of health within a community setting.
- Ability to work effectively and successfully, with a wide range of people from diverse backgrounds and groups.
- Current Driver's license.
- Current Working with Children Check.

### Essential licenses, qualifications and experience

- Nursing Registration with the Australian Health Practitioners Regulation Agency including 40 hours continuous professional development
- Maternal and Child Health Qualifications
- Midwifery Qualifications
- Relevant experience in Maternal and Child Health
- Drivers Licence
- National Police Check
- Working with Children Check

### Desirable qualifications and experience

- Immunisations Emergency, Management & Resuscitation (IEMR)
- Lactation Qualification
- Parenting Qualifications
- Current First Aid Qualification
- Basic Life Skills

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### Inherent physical requirements







- High
    - Extended period of sitting
  - Medium
    - Lifting and examining clients
  - Low
    - May be subject to mentally stressful situations
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### Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> <li>Community and customer focus</li> <li>Plan and prioritise</li> </ul>	Tier 1 Essential
 Honesty	<ul style="list-style-type: none"> <li>Communicate and engage</li> <li>Display resilience and adaptability</li> </ul>	Tier 1 Tier 1
 Accountability	<ul style="list-style-type: none"> <li>Demonstrate accountability</li> <li>Deliver results</li> </ul>	Tier 1 Essential
 Teamwork	<ul style="list-style-type: none"> <li>Create, innovate and solve problems</li> <li>Work together</li> </ul>	Tier 1 Tier 1
 Integrity	<ul style="list-style-type: none"> <li>Manage self</li> <li>Act with integrity</li> </ul>	Tier 1 Tier 1
 People Leadership	<ul style="list-style-type: none"> <li>Manage and develop people</li> <li>Lead and manage change</li> <li>Think and act strategically</li> <li>Inspire direction and purpose</li> </ul>	- - - -

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### Shared Organisational Responsibilities

#### Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

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#### Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

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#### Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

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#### Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

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#### Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

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#### Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

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#### Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

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#### Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

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#### Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.
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### [Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

