

MATERNAL CHILD HEALTH NURSE

Position Number:	Internal
Banding/Remuneration:	As per EBA
Division/Branch:	Community Services / Children Youth and Family Services
Reports To:	Maternal Child Health & Immunisation Coordinator
Date Approved:	March 2026

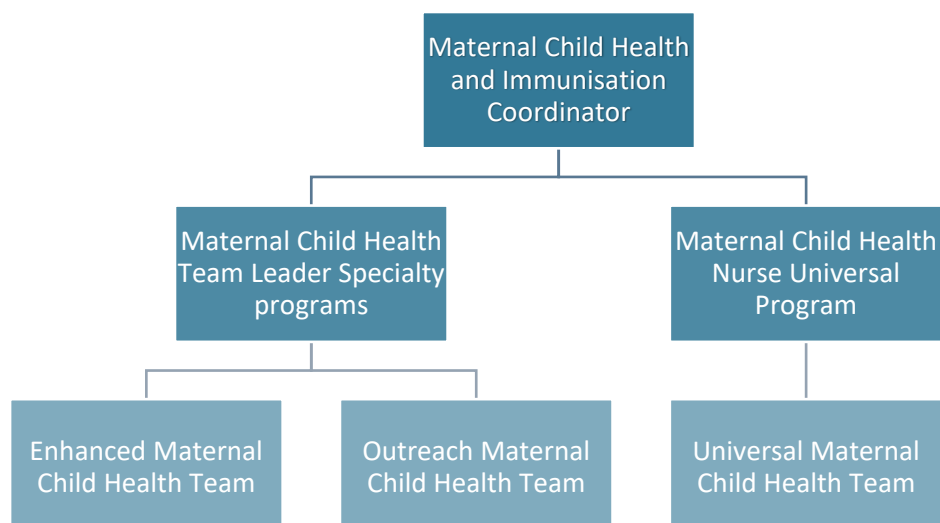
Position Objectives:

As a member of the City of Monash Maternal and Child Health (MCH) team, the incumbent will provide the Monash MCH service to families within the municipality.

The Monash Maternal and Child Health Service aims to enhance the health and development of children from 0-6 years by the provision of a universal family centred and locally based primary health service. The service provides families with health and parenting support and information and regular developmental assessment and screening procedures. Activities include home visits, centre consultations, phone consultations, parent groups and referrals to a wide range of agencies and professionals.

The Monash service provides the Victorian MCH Program as well as additional programs and initiatives, as agreed by Council. An effective and efficient service is provided for families, reflecting the mission, values, strategies, direction and principles of the Monash Council Plan.

Team Structure:



Key Responsibility Areas:

As a member of the Maternal and Child Health service team, the incumbent will:

- Ensure the provision of family focused, efficient, and current maternal and child health services that meet all requirements including Council policies and procedures, all relevant standards, current Department of Health, MCH program guidelines and standards set by the Nursing and Midwifery/ Australian Health Professional Registry Agency standards of practice, codes of conduct and codes of ethics
- Using the CDIS Computer program, ensure that services provided are accurately and comprehensively recorded and monitored in accordance with internal and external reporting requirements
- Maintain an awareness of occupational health and safety issues and comply with all relevant policies
- Contribute to the maintenance of a safe and comfortable environment for MCH clients
- As and when agreed with the MCH Coordinator, provide mentoring and preceptor ship of students and assistance with research
- As per the Monash MCH program requirements, liaise and work cooperatively with other Early Years program and service providers, including other professionals and community groups
- Participate in Monash MCH team meetings, clinical supervision, task groups and regional or other professional meetings as agreed with MCH Coordinator. Maintain up-to-date professional and program knowledge and participate in training activities as agreed with the MCH Coordinator. Contribute to the process of continuous improvement and the maintenance of Best Practice standards

Accountability and Extent of Authority:

- The position is directly held responsible for the provision of the MCH service delivery at various locations with the City of Monash
- The position operates within the program parameters described in the Maternal & Child Health Service Practice guide and the Nursing and midwifery board of Australia's Nursing and Midwifery guidelines

Judgement and Decision Making:

- The MCH service provision includes employing professional judgement, making professional decisions and appropriate referrals, regarding the wellbeing of all children 0-6 years and their families for which the nurse provides the MCH service and thus has a duty of care. This service provision is usually carried out in a one-to-one situation with the family and without direct supervision
- Professional support and advice is provided by the Team Leader Maternal and Child Health, Coordinator Maternal and Child Health & Immunisation or by other qualified members of the MCH team
- The nurse liaises with, provides advice to and refers to other professionals and service providers, both internal and external, as s/he deems necessary and in accordance with privacy legislation requirements
- The MCH nurse is mandated to inform Child Protection Services if she has 'reasonable cause for concern' regarding the safety and wellbeing of a child. Notification to Child Protection Services must be made as per the City of Monash Child Protection Protocol. Whilst discussion with the Team Leader MCH or Coordinator MCH & Immunisation is preferred and desirable, the nurse must contact Child Protection Services without this discussion if neither the Team leader or Coordinator are available and the notification should not be delayed for this reason

Specialist Knowledge and Skills:

- Knowledge and skills relevant to the provision of the Victorian Local Government Maternal and Child Health service
- Highly developed and specialised skills in assessment of health and development of children 0 to 6 years

- Well-developed understanding and current knowledge of the needs of children 0 to 6 years and their families, relevant information and parenting information and resources available
- Knowledge of the current early years service system, especially that available for City of Monash families
- Well-developed knowledge and understanding regarding women's health issues and in particular, post natal depression and ability to use Edinburgh Post Natal Depression scale
- Knowledge of the current Australian immunisation program
- Capable of using a computer including use of the CDIS software program, Word and emails
- Ability to organise, prepare for and deliver group programs for parents with infants
- Knowledge of the specific needs of families from cultural and linguistic diverse backgrounds (CALD) including Aboriginal and Torres Strait islander children
- Experience in facilitating community education/health promotion programs for infants, young children and their families as per program standards
- Provide an innovative approach to flexible service delivery that will encourage access and participation for all families in the community
- Promote and provide information and advice about vaccinating against preventable diseases in co-operation with Council's Immunisation department

Management Skills:

Ability to prioritise, plan, organise and manage service delivery activities within the time available, to most effectively meet client need, including:

- Making client appointments for centre visits
- Home visits
- Phone calls
- Assertive outreach for high need families
- Group work
- Community liaison
- Administration tasks
- Record keeping
- Day to day up keep of centre tasks, equipment and information and occupational health and safety requirements
- Contributions to MCH teamwork
- Student preceptorship and research

Interpersonal Skills:

- Strong, well-developed interpersonal skills enabling families to feel supported, respected and empowered during service provision
- Understanding of and ability to provide family centred, strength based practice
- Well-developed communication skills, including the ability to recognise and facilitate the access to families of cultural and linguistic diverse backgrounds
- Professional attitude and approach
- Demonstrated ability to work within the MCH service framework and as part of the MCH team
- Skills in written communication - including accurate, succinct and objective report writing

Qualifications and Experience:

- Registered Nurse (Div 1) and Registered Midwife with AHPRA with additional post graduate qualifications in Maternal and Child Health Nursing
- Experience working with young children, mothers and families

- Current Victorian driver's license and use of own car
- Knowledge and proficiency in the use of computers, including CDIS software, Word, internet and email

Key Selection Criteria:

- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA), as a registered nurse and midwife with additional Qualifications in Maternal and Child Health Nursing
- Sound knowledge and understanding of the policies and framework that inform Maternal and Child Health Practice
- Strong, well developed interpersonal and communication skills, demonstrated ability to liaise with culturally diverse individuals and groups
- Experience in providing innovative, flexible and adaptive programs in a variety of community settings to meet the needs of the families as well as the MCH service
- Knowledge and skills in undertaking group work and facilitating parenting information sessions
- Experience in the provision of evidenced based assessments for each of the 10 KAS consultations with additional emphasis on health promotion and wellbeing according to the revised Key Ages and Stages framework (KAS)
- Appropriate professional attitude and approach with demonstrated ability to work within a multidisciplinary team
- Ability to manage time, set priorities and organise work to achieve objectives within resources and timeline
- Proactively participate in the Maternal Child Health service team in the innovation, development, and implementation of continuous improvements to the service
- Comprehensive written skills to ensure accurate recording of service delivery