

Melton City Council

Maternal and Child Health Nurse

Position Description

PD: 00307

A vibrant, safe and liveable
City accessible to all

1. Position details

Position Title	Universal Maternal and Child Health Nurse
Directorate	City Life
Service Unit/ Department	Maternal and Child Health
Position Classification	Maternal and Child Health
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Maternal and Child Health Team Leader
Supervises	Maternal and Child Health Students
Internal liaisons	All relevant Council Departments
External liaisons	Relevant health professionals, other service providers and DHHS

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.



4. Position objectives

- Provide a child centred, family focused primary health care service that optimises the health and development of children 0 – 6 years and supports families to be confident and capable in their decision making related to their children, with an emphasis on health promotion, prevention, parenting, development assessment, early detection and referral.
- Deliver the maternal and child health program within the guidelines and policies of the Department of Health and Melton City Council.

5. Key responsibility areas

- Assess the physical, emotional, intellectual, social and environmental health and wellbeing of individual children and their families.
- Provide support and guidance, information and intervention to families through individual and group discussion.
- Conduct or participate in the planning and delivery of Parent groups where required.
- Advocate for parents, the community and the service as appropriate and within Councils policy framework.
- Liaise with other agencies for the purpose of referral
- Ensure appropriate Occupational Health and Safety procedures are practised.
- Maintain professional expertise and conduct in accordance with relevant regulatory body and legislation.

6. Accountability and extent of authority

- Deliver a high quality Maternal and Child Health nursing service to families that is consistent with the guidelines and standards set out by the Department of Health and Safer Care Victoria and Municipal Association of Victoria (MAV).
- Practice in accordance with the professional codes, guidelines and standards that apply to their registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse and registered midwife and to practice in Victoria as an MCH Nurse
- Understand family dynamics and identify and report suspected child abuse in accordance with legislative requirements.
- Ensure the supervisor is aware of any potential risks within the Maternal and Child Health Service.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Operate within the individual scope of practice as a Maternal and Child Health Nurse in accordance with the professional codes, guidelines and standards that apply to nurses and midwives registered with AHPRA.
- Exercise initiatives and make decisions on the day-to-day operation of the centre.
- Contribute to a positive unit and team culture and actively build and maintain team morale through positive, open communication.

8. Specialist skills and knowledge



- Highly developed clinical skills and ability to identify deviations from normal and instigate appropriate early intervention.
- Sound computer literacy skills particularly within CDIS, Microsoft Office suite and electronic document management systems.
- Demonstrated skills in accurate, objective and concise documentation.
- Thorough understanding of reproductive health.

9. Management skills

- Manage time, plan and set priorities, to ensure the delivery of a quality service for families and children within available resources.
- Possess strong skills in maintaining accurate records and statistics as required by the relevant Victorian Government departments and Melton City Council.
- Possess effective and timely referral to other health professionals and community agencies as appropriate.
- Attend to the day-to-day management of a Maternal and Child Health centre.
- In collaboration with Council, maintain a healthy safe environment for clients.

10. Interpersonal skills

- Well-developed interpersonal and communication skills with the capacity to interact effectively with a diverse range of families, communities, professionals and colleagues.
- Contribute positively and actively to the team in planning and improving the service delivery.

11. Qualifications and experience

- Current registration with AHPRA as a Registered Nurse (Division 1) and Midwife, and able to satisfy the requirements to work as a Maternal and Child Health Nurse in Victoria.
- Demonstrated experience working as a Maternal and Child Health Nurse, Registered Nurse or midwife, and have experience in working with families in a variety of settings.
- Experience with the use of CDIS IT program or a willingness to learn.
- Current valid Working with Children's Check.
- Must have a current valid Victorian Drivers licence. Nurses are required to have their own private motor vehicle in order to carry out their role as a Maternal and Child Health nurse. A travel allowance will be applied in accordance with the Melton City Council Enterprise Agreement

12. Key Selection Criteria

1. Deliver a high quality Maternal and Child Health nursing service to families that is consistent with the guidelines and standards set out by the Department of Health and Safer Care Victoria and the Municipal Association of Victoria (MAV)
2. Identify, report, in consultation with supervisor, children at risk of harm in accordance with legislative requirements.
3. Able to contribute and adhere to team decision making
4. Highly developed interpersonal skills and ability to identify deviations from normal and investigate appropriate early interventions and referrals.
5. Well-developed interpersonal and communication skills with the capacity to interact effectively with a diverse range of families, communities, professionals and colleagues.



I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Maternal Child Health
Coordinator

January 2025

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date

