

Melton City Council

Enhanced Maternal and Child Health Nurse

Position Description

PD: 00416

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Enhanced Maternal and Child Health Nurse
Directorate	City Life
Business Unit	Maternal and Child Health
Position Classification	MCH Year 4 Enhanced (+2.5%)
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022-2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Enhanced Maternal and Child Health Team Leader
Supervises	Nil
Internal liaisons	• All Councils departments • Universal Maternal and Child Health • Children Services • Family Services • Housing Services
External liaisons	• Relevant Medical and Community Agencies • Child Protection and The Orange Door • Hospitals • Other council maternal and child health services • Community health and community services organisations

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 Maternal and Child Health outreach service to vulnerable families.
- Ensure families receive a flexible, multidisciplinary service that responds to risks and needs by promoting the child's health and wellbeing, social, emotional and cognitive development and safety.

5. Key responsibility areas

- Deliver the Enhanced Maternal and Child Health program within the guidelines and standards set by the Victorian Department of Health (Enhanced Maternal and Child Health Program Guidelines, revised edition 2025).
- Provide a focused and intensive level of support for families experiencing vulnerability, early parenting difficulties and children identified as being at risk of harm.
- Assess the physical, emotional, intellectual, social and environmental health and wellbeing of individual children 0-3 years and their families.
- In conjunction with families, develop a plan identifying their goals, actions and outcomes.
- Participate in the planning and delivery of targeted parent support groups where required.
- Liaise with other internal and external service providers to optimise client outcomes.
- Assist in the development, implementation and evaluation of the Enhanced Maternal and Child Health service program.
- Provide immunisation education and support families to access immunisation services, including providing opportunistic immunisation where appropriate.

6. Accountability and extent of authority

- Operate within individual scope of practice as a Maternal and Child Health Nurse.
- Identify and report suspected child abuse in consultation with the team leader, in accordance with the legislative requirements.
- Provision of specialist advice, autonomous practice is subject to professional and regulatory review, with recognition that decisions or advice provided may have a substantial impact on individual clients.
- Ensure the Team Leader is aware of any potential risks within the Maternal and Child Health Service.



- Participate in the planning and delivery of the Enhanced Maternal and Child Health service.

7. Judgement and decision making

- Operate within the Council and professional guidelines and protocols and implement change when necessary.
- Be flexible in all aspects of the Maternal and Child Health Program.
- Excellent problem-solving skills that enable families to systematically plan, set priorities and implement service provision to achieve maximum health outcomes for children.
- Make decisions independently in all aspects of clinical practice using a problem-solving approach to assess, plan, implement and evaluate each individual case for best outcomes for the child.
- Participate within a process of continuous improvement.

8. Specialist skills and knowledge

- Highly developed clinical skills and ability to identify any deviations from normal health, development or family functioning and facilitate appropriate early intervention.
- Demonstrated skills in accurate, objective, timely and concise documentation.
- Proficiency in the application of evidence-based interventions, partnering with families in response to challenging periods in their parenting experience.
- Strong understanding of family dynamics and family specific issues such as family violence, mental illness, trauma and drug and alcohol issues.
- Skills in case management with the knowledge and ability to seek out information and make referrals to other support agencies.
- Understanding of vulnerability and the impacts on young children and families.

9. Management skills

- Ability to manage time, set priorities, plan and organise own client caseloads to achieve specific and set objectives within the resources available within a set timetable.
- Demonstrated commitment to developing, implementing, leading and evaluating shared goals to meet family needs and service delivery within a team environment.
- Ensure all the records and reports required by council and the funding body are completed within the given timeframe.
- In conjunction with Maternal and Child Health management implement policies and procedures for the Enhanced Maternal and Child Health service.

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.
- Work positively and actively as a team member and contribute to planning and development of the service.
- Develop professional networks across a wide range of family and health service agencies throughout the community, gaining cooperation and assistance in the administration of broadly defined activities.
- Build rapport and empower clients, working from a strengths-based approach.



- Be assertive and utilise sound negotiating skills in advocating for the needs of clients.
- Ability to work with a complex and highly vulnerable client group in a non-judgemental way.
- Work collaboratively with other service providers such as Child Protection, The Orange Door and family/community service organisations.

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.
- A minimum of two years full time experience in working in Universal Maternal and Child Health and/or Enhanced Maternal and Child Health.
- Accredited Immuniser or willingness to obtain this qualification is desirable.
- Current valid Victorian Drivers Licence and access to a private motor vehicle with full comprehensive insurance.
- Current Working with Children's Check.

12. Key Selection Criteria

1. Deliver a high quality Enhanced Maternal and Child Health Program to families that is consistent with the guidelines and standards set out by the Department of Health and the Municipal Association of Victoria (MAV).
2. Demonstrated knowledge and experience of working with a diverse range of children and families experiencing vulnerability.
3. Well-developed interpersonal and communication skills with the capacity to interact effectively with a diverse range of families, communities, professionals and colleagues.
4. Demonstrated skills in accurate, objective and concise documentation, including experience with MCH Electronic Health Record.
5. Demonstrated commitment to developing, implementing, leading and evaluating shared goals to meet family needs and service delivery within a team environment.

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

Manager Maternal and
Child Health

Approved by Position Title

August 2026

Date Approved

Incumbent's name

Signature

Date

