

Position Description



Universal Maternal and Child Health Nurse

Position Title:	Universal Maternal and Child Health Nurse
Position Number:	
Classification:	Maternal and Child Health Nurse Year 1 - 3
Department:	Community Life
Approved by:	
Date approved:	

1. Position Overview

The Maternal and Child Health Nurse (MCHN) is a part of the Community Child Health Service at Hobsons Bay City Council.

Reporting directly to the Team Leaders in the Universal Maternal and Child Health Service, the MCHN is responsible for providing a comprehensive health service for families with children from birth to school age, focusing on promotion of health and development, prevention, early detection and intervention for physical, emotional and social factors affecting young children.

The MCHN also focuses on the health and wellbeing of the mother, and the family, in the context of the child's health and wellbeing.

2. Position Objectives

- To respond to birth notifications by ensuring families with new babies have been contacted to arrange initial Home Visit and ongoing appointments as per Maternal Child Health guidelines.
- To be aware of the cultural, socio-economic, and individual needs of children and their families and to provide a service appropriate to these needs.
- To provide additional support/referral for families experiencing, or at risk of, vulnerability
- To maintain accurate and confidential records of information/observation in CDIS software.
- To attend staff meetings of Maternal and Child Health Nurses as negotiated with the Coordinator/Leadership Team
- To ensure the smooth and efficient functioning of the Maternal and Child Health Centres. This includes general administration duties, ordering of supplies, and ensuring compliance with OH&S guidelines.

- To be available to work across all MCH centres at Hobsons Bay City Council, as negotiated with Coordinator/Leadership Team.
- As negotiated with Coordinator/Leadership Team, to be available to attend training for, and rotate through, a variety of Maternal and Child Health parenting programs within the service, including Enhanced Maternal and Child Health, Sleep Support, Breast Feeding Support, Circle of Security, Baby Makes 3 and Kinder Outreach.
- To participate in staff ongoing professional development programs, including attending conferences, education and information dissemination and clinical supervision.

3. Organisational relationships

Internal	External
• Senior and Executive Leadership Team • Managers, Coordinators, Team Leaders and employees • Councillors	• Community members • Local hospitals • Early intervention services • Child Protective Services • Other Maternal and Child Health Services
Reports to:	
• Team Leader Universal Maternal and Child Health	
Supervises	
• N/A	

4. Position Characteristics

Accountability and Extent of Authority

- To provide a comprehensive and consistently high standard of health service for children and families in accordance with the Maternal and Child Health Service Program Standards and Guidelines.
- To provide primary health care, health promotion, early identification of health concerns and early intervention of illness prevention for children and families in Hobsons Bay City Council.
- To promote and encourage good parenting practices and provide support and an advisory service on parenting skills, child behaviour and optimal health and safety of children.
- To liaise with colleagues and other Health professionals, both internally and externally, to provide a comprehensive and well supported service for children and families.

Judgement and Decision Making

- To provide an advocate role for a child or a parent in support of promoting optimal health and safety and in accordance with legislation including the Mandatory Reporting Act and Information Sharing.

Specialist Knowledge and Skills

- Demonstrated understanding of, and ability to apply, knowledge of child development.
- Demonstrated knowledge of the functions and goals of the Maternal & Child Health Service including familiarity with the Maternal & Child Health Services Program and Professional Standards
- Ability to provide anticipatory guidance to families appropriate to their physical,

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emotional, and social needs.

- Knowledge of appropriate referral pathways to internal and external support services.
- Excellent communication skills, with the ability to liaise effectively with a diverse range of families.
- Demonstrated competence in utilizing computer systems, including CDIS program.

Management Skills

- To provide practical experience and mentoring for Student Maternal and Child Health Nurses.

Interpersonal Skills

- Ability to work collaboratively as an effective and supportive team member, contributing to a positive and professional team environment

Qualifications and Experience

- A recognised qualification for both Division 1 nursing and midwifery practise.
- Experience in the delivery of primary health services for children and families.
- Experience in the Maternal and Child Health Service system in a local government context.
- Experience in managing the day-to-day workings of a Maternal and Child Health Centre.
- Proof of qualification in Child and Family Health nursing to practice as a Maternal and Child Health Nurse.
- Current registration with the Australian Health Practitioners Register Australia (AHPRA).

5. Key Selection Criteria

- As per qualifications and experience

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Full working rights for Australia
- Working With Children's Check (WWCC)
- Police Check
- Current Victorian Driver's Licence.

Physical

Daily work will be performed in a community setting, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office and/or community environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

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Signed
Date

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