

Position Description



Position Title
Classification
Position Number
Incumbent
Directorate
Department
Service Unit
Date
Prepared by

Maternal and Child Health Nurse
As per Banyule City Council Enterprise Agreement

Community Wellbeing
Family and Community Services
MCH and Immunisation Services
12/03/2026
MCH and Immunisation Coordinator

Banyule Council

Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high quality services to provide the best possible opportunities and outcomes for the community we represent.

Team Overview

The Family and Community Services Department at Banyule City Council sits within the Community Wellbeing Directorate. It provides a range of services to children, families, young people and community groups within the municipality. These services promote and support health, wellbeing and education and strive to build a connected and safe community. The Family and Community Services Department is committed to working ethically in partnership with the community within a Citizenship Framework. In essence this means that the department works to include and encourage community participation and respects the rights of individuals to have a say in decisions which affect them.

Position Objectives

- To apply advanced nursing skills to deliver the Universal Maternal and Child Health Service as per the Maternal and Child Health Service Guidelines 2019, Maternal and Child Health Program Standards re-issued 2019, Maternal and Child Health Service Practice Guidelines re-issued 2019, Competency Standards for the Maternal and Child Health Nurse in Victoria 2010, Perinatal mental health and psychological assessment – practice resource manual for Victorian Maternal and Child Health Nurses re-issued 2019, Sleep and Settling Model of Care – Guide for Maternal and Child Health Services 2019, and Documentation Standards for Maternal and Child Health Nurses in Victoria (under review) and incorporating the

	implementation of Banyule City Council's Child and Youth Framework 2021-2031 and corporate values.
Our Values	All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:
	RESPECT is characterised by supporting each individual's dignity and worth.
	INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.
	RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.
	INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.
	INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.
Key Responsibility Areas	1. Promote child health and wellbeing from birth to school entry through the delivery of the 10 Key Ages and Stages visits using evidence-based tools. 2. Promote maternal health and wellbeing by identifying vulnerable families and referring as appropriate. 3. Support and strengthen the health and wellbeing of families with children aged from birth to school entry by using a Family Partnership Model and strengths-based approach. 4. Use health promotion and health education strategies with children, families and communities to optimize health specifically pertaining to SUDI, family violence, PND, injury prevention, oral health, sleep and settling and breastfeeding. 5. Utilise research to evaluate and improve Maternal and Child Health nursing practice. 6. Deliver health promotion activities and community capacity building activities through group work; this may be face to face or on-line.
Organisational Relationships	Position Reports to: MCH Team Leader – Maternal and Child Health Internal Liaisons: Supervises: MCH students. Internal Liaisons: MCH and Immunisation Services, Family and Community Services team, Customer Service, Records Department, Building Maintenance Department, IT, and others as appropriate. External Liaisons: Department of Health, Child Protection (DFFH), maternity hospitals, The Orange Door, professionals, and other agencies that provide services to families and children, residents, parents and community groups

Accountability and Extent of Authority	• Ensure that the relevant Maternal and Child Health Service Guidelines and Program standards (as listed above) and Banyule City Council's Best Value programs and values are implemented and maintained. • Contribute to reporting required by MCH Coordinator for Directors Report. • Provide an accessible, inclusive, equitable and evidence-based service. • Provide preceptorship to students on placement, as required. • Practice within acceptable professional code of ethics parameters • Promote the importance of immunisation within the community. • Promote breast feeding as per World Health Organisation code. • Ensure accurate data entry in CDIS (Child Development Information System) including appropriate calendar entries and implementation of any updated practice guidelines .
Judgment and Decision Making	• In conjunction with the parent/carer, and the PEDS tool, apply professional expertise and clinical knowledge in determining the appropriate pathway. • Use professional judgement to determine if additional referrals or activities are warranted, this may include Brigance, additional consultation, further assessment using a flexible approach, follow up, secondary referral. • Identify families with children considered to be at risk and to provide preventative and support services and assistance. • Follow Mandatory Reporting requirements. • Identify concerns related to maternal wellbeing and enable referrals to other agencies where appropriate. • Make referrals when assessed as appropriate
Specialist Knowledge and Skill	• Maintain professional knowledge and skills to ensure that an efficient and effective Maternal and Child Health Service is provided. • Maintain highly developed skills and competency in child health, development and behaviour. • Maintain comprehensive knowledge of conditions and issues that may affect maternal health and wellbeing and families in contemporary society. • Hold knowledge of State policy directions • Hold comprehensive understanding of the Competency Standards for the MCHN in Victoria 2010 (under review). • Hold knowledge of Banyule City Council Child and Youth Framework 2021-2031 • Hold comprehensive understanding of laws around child protection, Mandatory Reporting and information sharing, (see

	Maternal and Child Health Program Standards for listing of relevant legislation.
Management Skills	• Ability to manage time, set priorities, plan and organise workload to enable quality service to be delivered including appropriate use of communication pathways and technology as designated by Council. • Ability to conduct self-evaluation and respond to changing community needs. • Ability to maintain confidentiality and comply with privacy legislation. • Ability to maintain accurate, confidential and up to date records as required by Council and Government funding bodies using designated software programs including CDIS. • Ability to participate in the ongoing development and improvement of the service through consultation with the community, Council's goals and values and MAV and DH Initiatives. • Capacity to be responsible for the overall administration of the M&CH centre- whether on a one -off or regular basis- including supervision of centre cleaning, occupational health and safety requirements and security of the building in a daily or ongoing basis. • Ability to provide prompt, accurate, courteous, and consistent service and ensure that all obligations, agreements and deadlines are met whilst always seeking positive outcomes for those dealing with the Banyule City Council.
Interpersonal Skills	• Possess highly developed interpersonal and communication skills to communicate with families and children, and the capacity to relate effectively with a diverse range of families, communities and professionals. • Have the ability to work in partnership with nurses and other colleagues in a collaborative, flexible manner. • Demonstrate a non-judgemental attitude when dealing with families. • Have well-developed reflective practice skills and the ability to make changes when required. • Have well developed conflict management skills. • Have capacity to operate within Council guidelines in an autonomous environment. • Able to demonstrate commitment to Council values. • Have the ability to conduct oneself in a professional manner in accordance with Standards of Practice (various). • Have the ability to use and promote effective communication by careful listening, being respectful of cultural diversity and

	practice; and empowering clients to be confident to make their own decisions. • Have the ability to contribute effectively to the team in planning, development and evaluation of the service. • Demonstrate genuineness and sincerity when interacting with others, including understanding of differing viewpoints • Share relevant information as appropriate or permitted by legislation. • Look for opportunities for improvement. • Identify problems and find solutions.
Qualifications and Experience	• Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a general nurse and midwife • Qualification in Family and Child Health or equivalent that meets standard for the State of Victoria • Lactation qualifications (desirable) and Level 2 First Aid (willingness to undertake training) • Current drivers' licence • Current Working with Children Check (employee)
Key Selection Criteria	
	• Excellent interpersonal and communication skills. • Highly developed skills and competency in child health, development and behavior. • Knowledge of maternal health and wellbeing and issues affecting families in a contemporary society. • Comprehensive understanding of the Competency Standards for the MCHN in Victoria 2010 and Documentation Standards for the MCHN in Victoria (2016) • Knowledge of Banyule City Council Child and Youth Framework 2021 -2031. • Comprehensive understanding of legislation and common law applicable to MCH nursing practice. • Demonstrated ability to deliver the MCH program as per relevant standards, guidelines, frameworks and values.
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others whom may be affected by ones' duties and actions. • Exercise due care for Council property for which this position is responsible or issued.

	• Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.