

Position Description



Title

Position Title:	Maternal and Child Health Sleep and Settling Focus
Classification:	MCH Yr 2- Yr3
Directorate:	Sustainable Communities
Department:	Community Life
Approved by:	Manager Community Life
Date approved:	September 2026

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, this role 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.

This role focuses on the delivery of the Sleep Settling Program to families in accordance with the Sleep and Settling Model of Care Guide for Maternal and Child Health, providing outreach and telehealth care. The role also provides high-quality service delivery across the Universal Maternal and Child Health Service.

2. Position Objectives

- The primary focus of the role is to deliver and facilitate the Maternal and Child Health Sleep Settling Program as outlined in the Sleep and Settling Model of Care Guide for Maternal and Child Health Services, to provide to sleep and settling outreach and telehealth.
- To report and monitor outcomes for the Sleep and Settling program in line with prescribed targets set by the Department of Health for Hobsons Bay.

In addition, this role is expected to support the Universal MCH service:

- Deliver a comprehensive, high-quality Maternal and Child Health service in accordance with Program Standards and Guidelines, including primary health care, health promotion, developmental surveillance, early identification of concerns, and intervention for children and families.
- Provide culturally responsive and family-centred support, promoting positive parenting practices and identifying, supporting, and referring children and families experiencing or at risk of

vulnerability.

- Establish and maintain effective partnerships with internal and external stakeholders, health professionals, and community agencies to ensure coordinated and integrated service delivery for children and families.
- Maintain accurate and confidential client records and contribute to the effective operation of Maternal and Child Health services, including administrative processes, resource management, and compliance with legislative and organisational requirements.
- Provide service delivery across Maternal and Child Health Centres and programs, including participation in specialised and outreach services, in accordance with service and operational requirements.
- Actively participate in professional development, clinical supervision, training, and team-based activities to support continuous improvement and evidence-based practice.

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

May manage resources and interpret policy.

Judgement and Decision Making

Positions generally involve both problem solving and policy interpretation. Methods, procedures and processes are less well defined. Employees are expected to contribute to their development and adaptation. Work will typically require the identification and analysis of an unspecified range of options before a choice can be made.

Specialist Skills, Knowledge and Experience

Positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities in the original field of specialisation.

An understanding is required of the long-term goals of the wider organisation, its values and aspirations, and of the legal and socio-economic and political context in which it operates.

Interpersonal Skills

Positions require the ability to persuade, convince or negotiate with customers, members of the public, other employees, and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to, motivate and develop other employees.

Qualifications and Experience

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Formal qualifications in Division 1 Nursing, Midwifery, and Child and Family Health Nursing together with extensive experience, or intensive specialist experience in midwifery and /or maternal and child health nursing.

5. Key Selection Criteria

- Recognised qualifications in Division 1 Nursing, Midwifery, and Child and Family Health Nursing, with current AHPRA registration, and extensive experience delivering Maternal and Child Health services within local government and community-based settings.
- Demonstrated advanced specialist knowledge of child development, Maternal and Child Health Service frameworks, Professional Standards, and contemporary evidence-based practice, with the capacity to provide expert clinical advice, assessment, and anticipatory guidance to support positive outcomes for children and families.
- Extensive experience and expertise in the Sleep and Settling Model of Care, including outreach or specialist service delivery, with the ability to manage complex presentations and provide high-level support, education, and intervention for parents and caregivers.
- Proven ability to exercise sound professional judgement and autonomous decision-making in complex and sensitive situations, including advocacy for children and families and the application of relevant legislation, Mandatory Reporting obligations, and Information Sharing requirements.
- Highly developed communication, stakeholder engagement, and relationship management skills, with the ability to establish effective partnerships with families, multidisciplinary teams, community organisations, and external service providers to facilitate coordinated service delivery and appropriate referral pathways.
- Demonstrated leadership capability, including experience managing the day-to-day operations of a Maternal and Child Health Centre, mentoring and supporting Student Maternal and Child Health Nurses, and contributing to workforce development, service quality, and continuous improvement initiatives.
- Strong organisational, analytical, and technology skills, including proficiency in CDIS and relevant digital systems, with a proven ability to contribute to strategic objectives, service planning, and a collaborative, high-performing team environment.

6. Inherent Requirements

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

Compliance

- Full working rights for Australia
- Current employee 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.
- Required undertake and pass a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability

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- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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