

Position Description

Position Title:	Maternal and Child Health Nurse (Universal)
Business Unit:	Maternal and Child Health
Department:	Community Wellbeing
Directorate:	Community Services
Classification:	MC1-2 + Qual (Band 6 equiv)
Date:	February 2016
Reports to:	MCH Team Leader(s)
Supervises:	NA
Internal Liaison:	<ul style="list-style-type: none"> • MCH team, including Business Support Officers, MCH Nurses, Early Parenting Support Officers and Peer Educators • Team Leaders and MCH Coordinator • Community Wellbeing Staff and other departments in Council
External Liaison:	<ul style="list-style-type: none"> • Clients • Department of Education & Training • Department of Health and Human Services • Child FIRST Agencies • Child Care and Kindergarten providers • Monash Community Health Service • Medical practitioners • Hospitals and community agencies • MCH Nurses in other municipalities.

1. Position Objectives

- To provide a holistic and responsive Maternal and Child Health (MCH) Service maximising the health and well being of children under school age and their families in a diverse and multicultural community
- To ensure the Department of Education and Training (DET) Maternal and Child Health Service Program Guidelines and Program standards are adhered too, City of Greater Dandenong MCH service requirements and policies and procedures meets Best Practice and Family Partnership principles

2. Key Responsibility Areas / Position Specific Responsibilities

****Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

Service Provision

- Using the PEDS questionnaire, other relevant resources and expertise, and the Brigrance screening tool when required
- Provide information and support to parents on the health, development, growth and behaviour of children 0- school age
- Provide anticipatory guidance, appropriate management and or referral to parents/ caregivers
- Follow up missed visits through the 'Missed Visit' reports
- Provide outreach services to families having difficulty accessing the MCH service
- Ensure KAS appointments are made in a timely and accurate manner and with interpreters are booked as required by the Business Support team
- Provide current knowledge of local services to families
- Build on partnerships with other service providers, to encourage families to access these services, including playgroups and kindergarten

- Promote prevention and early intervention strategies and referrals to appropriate specialist services
- Comply with all legislative, Child FIRST, DHS Child Protection protocols and requirements, in conjunction with the Team Leader when a notification is required
- Maintain MCH Centres as safe, family friendly venues
- Contribute to team initiatives and group work
- To liaise and refer to specific programs or activities including Enhanced MCH, Breastfeeding, Outreach, Immunisation, Parenting or Sleep and Settling groups.

Involvement in MCH Program Areas

Work in specific program areas, which may include but are not limited to:

Enhanced Program

Breastfeeding Support

Opportunistic Immunisation

Aboriginal Outreach

Refugee Health

First Aid Activities

- Undertake the role of Occupational First Aid Officer (OFAO) where required to administer First Aid to members of the public who may be injured or unwell whilst receiving Council services or while using Council facilities.
- Undertake quarterly checks of the supplied First Aid kit to ensure it is compliant.
- Assist with any incident investigations and unresolved issues connected with the use of first aid supplies.
- Provide first aid within your office as required.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Ensuring the delivery and resources of MCH services at Centres and in outreach is managed within unit objectives and budgets
- The freedom to act to make decisions in consultation with families is subject to but not limited to the various Acts and regulations within which the position is required to operate. The effect of decisions made on individuals may be significant but is usually subject to review or appeal by the Area Team Leader or MCH Coordinator.
- Provide assistance in and contribute to the overall development of policy, procedures and guidelines for the MCH team. Where involved in policy development the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.

4. Judgement and Decision Making Skills

Judgement and decision making will be:

- Based on the MCH Framework methods, procedures and processes.

Independently:

- When determining day to day aspects of providing the MCH service to families and communicating with other professionals and service providers. The work may involve improving and/or developing methods and techniques generally based on previous experience.

With Input:

From the Team Leader

- For secondary consultation purposes, which may include but not limited to cases of suspected child abuse or critical incidents, when a notification to Child FIRST or Child Protection is considered
- When needing to purchase equipment

From the MCH team

- When planning service improvements

Recommends and Identifies:

- Priorities, trends and information to Team Leader
- Improvements to operational policies, procedures and guidelines within the MCH team and discusses with Area Team Leader

Guidance:

From the Area Team Leader

- For secondary consultation purposes within MCH practice including cases of suspected child abuse or critical incidents
- Guidance and advice are usually available from the Area Team Leader or the MCH Coordinator

5. Specialist Skills and Knowledge

- This position requires proficiency in application of a nursing discipline, including the underlying principles as distinct from the practices
- This position requires an understanding of the long term goals and policies of the unit and wider organisation
- Well developed understanding and ability to apply the Family Partnership model principles

6. Management and Interpersonal skills

The essential position requirements include:

Undertaking the accountabilities of the position, the position incumbent will overall:

- To provide a high quality MCH service to families with children under school age, from diverse and multicultural backgrounds, using current research, demographic data and community consultation processes to inform MCH practice
- To work in a multidisciplinary team to ensure comprehensive and streamlined service provision to families and to establish and maintain cooperative working relationships with a variety of related agencies and professionals

Management Skills

- This position requires skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set objectives within the resources available and timeframe
- This position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development

Communication Skills

- The ability to gain rapport and develop responsive and trusting relationships with families
- The ability to write clear and accurate reports, using the MaCHS database and other software when required
- To liaise professionally with other service providers regarding client and service issues
- All employees in this Band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions associated with MCH service provision

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

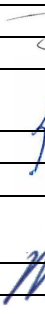
- Current Australian Registration as per AHPRA registration details; a registered Nurse (Division 1) and Midwife with General Registration
- Qualifications required for practice as an MCH Nurse in Victoria
- Specialist knowledge and experience working with families with young children and of the Victorian Maternal & Child Health Program as well as utilisation and understanding of evaluative frameworks
- Demonstrated ability to establish an effective working rapport and positive relationships with a wide range of families including children and young people, service providers and agency professionals, based upon family partnerships principles,
- Demonstrated ability to work as an effective team member of a multi disciplinary team including the ability to prioritise time and organise workload, preferably within a culturally diverse community including sound project / program development and delivery skills
- Demonstrated excellent interpersonal and verbal and written communication skills, especially when working with families
- Demonstrated intermediate computer skills, including a working knowledge of MCH IT software and a sound knowledge of the Microsoft Office suite of products
- Satisfactory Police and Working with Children Checks
- Current Victorian Drivers License and use of own car

7. Notes and Comments


Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:


Prepared by:

Name:	Bernadette Harrison	Signature:	
Date:	February 2016		

Manager:

Name:	Martin Fidler	Signature:	
Date:	10 February 2016		

Director:

Name:	Mark Doubleday	Signature:	
Date:	10 February 2016		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical Requirements of the position

Summary

Date of last review: February 2016

Authorised by: Martin Fidler

Physical Requirement	Task Details	Frequency (% of the working day)				Medical Provider Comment/Opinion
		Rare	Occasional 0-33%	Frequent 34-66%	Constant >66%	
Mobility/Postures						
Sitting				X		
Standing				X		
Walking				X		
Crawling		X				
Non Manual Handling						
Squatting/crouching			X			
Kneeling			X			
Bending				X		
Reaching					X	
Twisting/trunk rotation					X	
Fine manipulation/pinch grip				X		
Power/open hand grip				X		
Writing/typing					X	
Climb ladders		X				
Climb or descend down stairs				X		
Low level work			X			
Leg/foot controls				X		
Manual Handling – lift, carry, push, pull or hold						
1-5kg				X		
5.1 – 10kg				X		
10.1 – 15kg			X			
15.1 – 20kg		X				
Over 20kg		X				
Lift floor to hip			X			
Lift waist to shoulder			X			
Lift overhead			X			
Pushing/pulling			X			

Cognitive Demand	Yes	No
Regular communication with team/work mates	X	
Regular communication with others	X	
Verbal instruction and supervision of others	X	
High concentration	X	
Planning and problem solving	X	
Job/task organisation	X	
Short-term memory	X	
Long-term memory	X	

Definitions	
Mobility/Postures	
Sitting	Stay in a seated position
Standing	Standing in an upright position, moving less than three steps
Walking	In an upright position moving more than 3 steps
Crawling	Move on the hands and knees or by dragging the body close to the ground
Non Manual Handling	
Crouch / squat	To lower the body by bending forward from legs and spine, buttocks on or near the heels
Kneeling	To lower the body
Bending	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds
Reaching	Extending arms out in any direction
Twisting / truck rotation	Rotating the body to one side or the other without moving the feet
Fine manipulation / pinch grip	Fingers are on one side of the object and thumb on the other, typically without the object touching the palm
Power/open hand grip	Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended
Low level work	Performing manual handling actions at or near ground level
Manual Handling	
Lift / carry / hold	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders
Pushing / pulling	Applying force to move something away or closer to one's self, including static positions
Kilograms of force (kg.f)	Amount of force or effort required to perform a specific task or part of a task

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.