



# Position Description

Maternal and Child Health Nurse

## **Alpine Shire Council's Values - ICARE**

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

## **Child Safety Commitment at Alpine Shire Council**

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

## **Diversity & Inclusivity at Alpine Shire Council**

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

## POSITION OVERVIEW

You will provide an efficient, responsive and responsible family health service to children 0-6 years of age and their parents/families, by means of nursing interventions, promoting optimal health, disease protection and limitation of disability, in accordance with all statutory requirements and council policy. You will be required to promote the Alpine Shire as a customer-focused organisation at all times. You will undertake key responsibilities in a professional, efficient and timely manner; and contribute to Council's aim of being a high performing organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised and enjoyable environment.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Nurses (ANF –Victorian Local Government Award 2015) varied by the Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Maternal Child Health Nurse Coordinator
<b>Supervises:</b>	Nil

## KEY DUTIES AND RESPONSIBILITIES

### **Accountability and extent of authority**

- Accountable to direct supervisor and manager.
- Duties performed within Council policies and procedures
- Duties to be performed under general supervision and within specified timeframes.
- Authority to liaise with internal and external customers to ensure accurate and up to date information is maintained in a timely manner.
- Accountable for professional nursing practice and adherence to the professional code of ethics within the bounds of their educational qualifications, registration requirement and nursing abilities, and are subject to the relevant legislation and council policy.
- Contribute personally to ensure that the Maternal and Child Health Service produces and maintains a culture of service excellence with a customer needs focus.
- Develop innovative strategies, which are consistent with the vision and policies of the council.
- Ensure that all allocated clients are offered a full range of Healthy Futures Contacts to maximise State Government funding.
- Ensure that the Manager Economic and Community Development and Maternal and Child Health Nurse Coordinator is aware of expected involvement in legal action surrounding child protection and custody issues.
- In conjunction with the Manager Economic and Community Development and Maternal and Child Health Nurse Coordinator, identify and evaluate achievable and challenging performance goals.

- Ensure that the state government statistical requirements are prepared on time.
- Freedom to act is subject to regulations, policies and regular close supervision.
- Ensure that assistance with council budgets is timely, and that expenditure is monitored and controlled within the budget.

## **Delivery of primary and secondary health care**

- Make initial contact with parents of new babies and any follow up home visits as necessary.
- To provide an efficient and comprehensive Maternal and Child Health service which promotes and protects the health of families with children 0-6 using the principals of primary health care built on a foundation of nursing and science.
- Assess, monitor and promote health and development, and social skills of children 0-6, including physical, social/emotional and intellectual status to;
  - reduce preventable premature morbidity,
  - reduce incidence of adult diseases which originate in childhood,
  - reduce the impact of disability and delay, and
  - enhance family and social functions.
- Identify problems in families where children have additional needs and to facilitate the access and continuity of care within program and budgeting objectives.
- Maintain a safe/clean operating environment.
- Carry out mandatory reporting of child abuse associated with compliance of the Children's and Young Persons Act 1989 and requirements as directed by the Department of Human Services and council.

## **Health education**

- Conduct regular consulting sessions with clients and offer guidance and advice on a wide variety of childcare, parenting and family related issues.
- Promote health and child development education through the establishment and support groups such as playgroups, early parenting groups and parenting skill groups.
- Provide information on nutrition for children and promote breastfeeding by offering advice, help and education.
- Provide information and assistance on issues related to women's health, including family planning, antenatal and postnatal care.
- Assess the need for health education programs, support services and support groups for individuals/families and, where resources permit, design and implement appropriate service and/or programs.

## **Support for families**

- Provide counselling and support in an open and safe environment for individuals and families.
- Assess parent's adaptation to parenthood, their coping ability and strengths and work with them to plan ongoing strategies.

- Identify the type of support required by the client/family and encourage the use of community resources.
- Recognise the rights and privileges of the child and the need for special safeguards, legal or otherwise, to protect his/her well-being without distinction.

### **Immunisation promotion**

- Address concerns of parents about immunisation.

### **Community development**

- Develop and maintain positive public relations and promotional programs for the service and its activities. Communicate appropriate information to the general public and community services/organisations regarding maternal and child health services.
- Assist communities to identify health needs and to implement actions which will enhance the health of the community and facilitate consumer input.
- Participate in community education/health promotion and case management meetings where appropriate and as required.
- Provide health education, promotion and group activities to first time mothers in order to facilitate the development of community support networks.
- Liaise and co-ordinate with other services in the local neighbourhood.
- Accept students for placement – nursing, medical and other allied health professionals according to the nurse's workload.
- Participate in or conduct nursing/other research for the Maternal Child Health Service which is consistent with Council policies and guidelines.
- Act as an advocate for children, parents, the community and the Maternal and Child Health services as appropriate.

### **Administration**

- Maintain confidential individual/family profiles.
- Ensure accurate and comprehensive data collection and collation of statistics about the Maternal and Child Health service.
- Provide the Manager Economic and Community Development with regular information on the operation of the Centre and service.
- Provide reports to council on the operation of the Centre as required.
- Control expenditure for which the Nurse is the responsible officer approved for the Centre by council's annual budget.
- Order goods and services as required and ensure prompt payment of accounts.
- Perform all duties in a healthy and safe manner and take reasonable care for the health and safety of other persons at work.
- In conjunction with the Manager Economic and Community Development conduct a service review which includes monitoring, evaluation and quality assurance appropriate to the service.

### **Leadership and people management**

- Successfully interact with Council employees and the public.
- Positive approach to furthering own professional development.

## **Other duties**

- Display a punctual, reliable and positive approach to work.
- Continually review and improve work methods associated with this role.
- From time to time the employee may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.
- Undertake other duties as directed by the manager or supervisor.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

## **Judgement and decision making**

- Ability to solve problems relating to key responsibilities from a range of alternative courses of action.
- Ability to exercise discretion in the application of established standards and procedures.
- Ability to plan and prioritise work at least a week in advance.
- Professional decision making to identify problems and initiate appropriate intervention is the responsibility of each individual Maternal and Child Health Nurse.
- Regular liaison is maintained with the Manager Economic and Community Development and Maternal and Child Health Nurse Coordinator on matters of key responsibility.
- Ability to participate in the development and implementation of policies and procedure necessary to provide an effective Maternal and Child Health Service.
- Guidance and advice is usually available.

## **Management skills**

- Skills in time management and the prioritising of tasks.
- Ability to work under pressure and meet competing deadlines.
- Ability, initiative and common sense to schedule and reschedule workload and time constraints of the duties of the position.
- Ability to undertake a variety of tasks concurrently with minimal supervision.
- Ability to assist other employees by providing guidance, advice and training on routine, procedural or administrative matters.
- Sound knowledge of record keeping, administrative and computer skills.
- The ability to plan and systematically set priorities, manage time, plan and organise to achieve maximum health outcomes for client families and their young children, within available physical and economic resources.
- Ability to maintain accurate, systematic and comprehensive data collection for assessments and analysis.
- Ability to maintain comprehensive and confidential records of client consultation.

- Ability to initiate and document appropriate referrals to other health professionals and community agencies.
- The ability to respond to future changes in service delivery.
- Ability to assess issues and take appropriate course of action

## **Interpersonal skills**

- Sound written and verbal communication skills and ability to write reports and prepare external correspondence.
- Display a punctual, reliable and positive approach to work.
- Display and promote a positive image of Council through appearance, attitude and performance of tasks.
- Demonstrated commitment to team work, and the ability to contribute as a team member.
- Capacity to exercise tact and diplomacy.
- Ability to advise the general public about the role of Council and the conduct of its activities.
- Ability to interact and liaise with a variety of people and community representatives.
- Respond positively and enthusiastically to assigned tasks.
- Ability to maintain confidentiality of information and advice.
- Ability to exercise tact and diplomacy.
- Be able to discuss and resolve problems amicably.
- Be able to work independently and as part of a team.
- Be able to identify problems, suggest solutions and make improvements.
- Be willing to seek guidance and advice when required.
- Be willing to undertake training relevant to the position.
- The ability to establish and maintain open, effective communication processes with client families, peers and other professionals.
- Ability to discuss, negotiate, problem solve and resolve conflict.
- Ability to maintain a stable performance under pressure.
- Ability to demonstrate flexibility, innovation and initiative.
- Ability to utilise appropriate strategies to effectively communicate with people from other cultures.
- Ability to establish effective communication networks, both internally and externally, including the ability to work cooperatively and harmoniously with community organisations.

## **EXPERTISE**

### **Qualifications**

- Valid Driver's licence.
- You will be a qualified Maternal and Child Health Nurse registered with AHPRA as Division 1 Registered Nurse with additional qualifications as a Midwife and hold a Postgraduate Diploma in Community Child Health.

- Qualifications in Maternal and Child Health Nursing and registration with the Victorian Nursing Board are essential.
- Valid Victorian Working with Children Check
- A proven commitment to breastfeeding.

## **Specialist skills and knowledge**

- The ability to handle customer inquiries in a courteous manner whilst resolving issues
- Demonstrated ability to work as part of a team and provide a consistently high level of service.
- Ability and willingness to embrace new/innovative technology, methods, products and processes in the pursuit of continuous improvement.
- Thorough knowledge and understanding of the issues and needs of young children and their families.
- Knowledge of issues related to the provision and planning of Maternal and Child Health Services. Specialist knowledge in child health and development, and family and community needs.

## **Experience**

- Demonstrated experience in a similar role.
- A proven commitment to breastfeeding.
- Experience in Local Government desirable.
- Knowledge of relevant legislative provisions.
- At least 12 months experience in a similar role.
- A demonstrated commitment to participate in continuing education, professional development and research activities to increase knowledge and skills.
- Skills in case-management with the knowledge and ability to seek out information and make referrals to other support agencies.
- Proven ability to undertake an efficient program delivery and service administration.
- Demonstrated ability to provide high quality work and customer service.
- Well-developed interpersonal and communication skills.

## **HEALTH, SAFETY & RISK DUTIES AND RESPONSIBILITIES**

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.

- Support the return to work plan for any injured worker when returning to work.

## PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.