

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Maternal & Child Health Nurse	
<b>Classification:</b> Universal Maternal & Child Health Nurse	<b>Effective Date:</b> April 2022
<b>Reports to:</b> Team Leader Maternal & Child Health	<b>Tenure:</b> Permanent Part time or Full Time or Casual

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.



# WHITEHORSE CITY COUNCIL

## Position description

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments

### Goal Statement

The UMCHS is funded and operated by the Department of Health and Human Services (DHHS) and Whitehorse City Council (WCC). Delivery of the program is subject to parameters in the Memorandum of Understanding between DHHS and the Municipal Association of Victoria, which represents local government, the MCH Program Standards and Guidelines (DHHS 2019) and continued funding from DHHS.

The UMCHS provides a comprehensive and focused approach for the promotion, prevention and early intervention of the physical, emotional and social factors affecting young children 0-5 years and their families. The UMCHS supports child and family health, wellbeing and safety, focusing on infant and maternal health and father inclusive practice as key enablers to optimise child learning and development. The Universal Maternal and Child Health Nurse provides a professional, comprehensive, evidence-based approach to assessing and supporting the physical, emotional or social factors affecting families and young children in the Whitehorse community. The position will ensure the Whitehorse Maternal and Child Health Service is responsive to changing family, work and social needs

### Key Responsibilities

- Provide support in a non-judgmental, safe environment for families by conducting regular consulting sessions offering guidance and advice on a wide variety of child care, parenting and family related issues.
- Assess, monitor and promote the health, growth, development and behaviour of young children 0 – 5 years including physical, social, emotional and intellectual status
- Provide health education and support groups for first time mothers and other service users where there is an identified need
- Respond to the needs of families with complex risk factors and target groups as defined in the Maternal and Child Health Program Resource Guide, (DHHS 2019) and the Key Ages and Stages Practice Guidelines (DHHS 2019)
- To deliver a professional, timely and responsive maternal and child health service to vulnerable families
- Provide appropriate information, support and referral as necessary to ensure healthy outcomes for all children in the context of the program
- Awareness of and responsiveness to culturally diverse communities in relation to service delivery.
- Conduct and maintain accurate records, record service deliveries in CDIS in accordance with the Maternal and Child Health Resource Guide and Program Standards (DHHS 2019)
- Follow all procedures available to promote safety and security when visiting families in the home
- Comply with the mandatory reporting of children at risk to the Department of Health and Human Services in accordance with legal requirements
- Manage the Maternal and Child Health Centre as part of a team
- Attend regular Maternal and Child Health team meetings and participate in the Maternal and Child Health service goals and objectives

### Corporate Responsibilities

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement

- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.

### Authority

- Budget: Nil
- Staff responsibility
- Support and mentor MCH, midwifery and nursing students
- Decision-making:
- Exercise professional judgement and problem solving skills in relation to the provision of an effective Maternal Child Health Service
- Maintain a professional code of ethics in line with the Australian Midwifery & Nursing Federation and APHRA.
- Identify risks and vulnerabilities and report child abuse in accordance with council and state government policies and legislation

## Key Relationships

- Maternal & Child Team Leader, MCH team, relieving MCH nurses
- Health and Family Service staff
- Council Departments
- State, Local and Federal Government bodies
- Service providers
- University and training institutions, community groups and other organisations

## Skills and Attributes

### Qualifications and experience:

- Current registration as a general nurse, midwife and maternal and child health nurse.
- Knowledge and understanding of current MCH Program Standards (DHHS 2019) and MCH Practice Guidelines (DHHS 2019)
- Knowledge and understanding of family partnerships, child development, mental health and family violence
- Knowledge of relevant legislative requirements
- Evidence of 40 hrs CPD per year as per requirements for registration with APHRA
- Experience in providing Maternal and Child Health services
- Ability & willingness to contribute to the planning and development of the service
- Knowledge of relevant community resources
- Ability to participate in nursing/other research as agreed by the MCH team

### Technology:

- Working knowledge of Microsoft Office Suite
- Working knowledge of CDIS
- Familiarity with using Zoom and Health Direct or other video technology

### Other skills and experience:

- Experience in assessment and referral
- Preparation of reports
- Ability to speak community languages such as Mandarin/Cantonese
- Evidence of a commitment to quality

**Interpersonal:**

- Excellent interpersonal and communication skills to facilitate clear communication with a diverse range of families, other professionals and team members
- Capacity to engage vulnerable families and address risk and disadvantage in collaboration with other professionals/organisations
- Demonstrated highly developed time management and organisational skills
- Comprehensive written skills to ensure accurate recording of service delivered
- Ability handle and resolve crisis situations
- Capacity to self-reflect and communicate workplace support and development needs
- Awareness of and attention to professional self-care
- Ability to work autonomously and in a team environment.

**Leadership/management:**

- Ability to support and mentor students from appropriate disciplines
- Ability to maintain data and statistics accurately
- The position requires skills in managing time, setting priorities, flexibility, planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible and within the resources available

**Notes and comments:**

- Short listed candidates may be required to attend a pre-employment medical examination.
- Successful applicants must be prepared to be located at any site within the City of Whitehorse.
- This position has been identified as an “at risk” role which may have a potential occupational exposure to a vaccine preventable, communicable disease. It is a requirement that the incumbent receives immunisation in accordance with the Council's Staff Immunisation Program
- Satisfactory National Police Check is required
- A valid Working with Children Check is required
- A valid Victorian Driver's Licence is required

### Key Selection Criteria

- Current registration as both an APHRA registered nurse and registered midwife, as well as a postgraduate qualifications in Child & Family Health.
- Excellent interpersonal and communication skills to ensure clear communication with a diverse range of families, other professionals and team members
- Experience as a Maternal and Child Health Nurse and the ability to identify, respond to and refer families with complex risk factors
- Demonstrated highly developed organisational skills and the ability to maintain accurate records in accordance with the Maternal and Child Health resource guide (DHHS 2019), and relevant legislative requirements ( for example; Child, Youth & Family Act 2005, Child Wellbeing and Safety Act 2005, Health Records Act 2001 and Family Violence Protection Act 2008)
- Ability to provide health promotion education and support to families, utilising a family-led model of care

NOTE: Candidates are required to address each of the Key Selection Criteria in their applications

<b>EMPLOYEE NAME:</b>		
<b>Employee Signature:</b>		<b>Date:</b>



## Physical Requirements

**POSITION TITLE:** Maternal and Child Health Nurse

**LOCATION/DEPARTMENT:** Health and Family Service

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Assessor Use Only: Can candidate perform demand (Y/N)?	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.	Occasional squatting/ kneeling at table developmental assessment and home visits	Up to 5 times a day for up to 30 minutes		
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms	During child assessment	Up to 12 appointments Average 10 minutes per assessment at intervals over the day  40 minutes of hand/arm activities per shift		
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Home visit	Approx. 5 minutes, max. 10 times per day		
	Group Set- up	once a week for 15 minutes		
	Enter and Exit vehicle during home visits	Max. 5 home visits per week		

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Assessor Use Only: Can candidate perform demand (Y/N)?	Comments
<b>Standing</b> Tasks involve standing in an upright position	Constant standing and intervals	15 minutes per appointment up to 12 appointments daily		
<b>Reaching</b> Tasks involve reaching above head, and above or equal to shoulder height	Reaching for storage cupboards and book shelves	Occasionally, once per shift		
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Pushing trolley Supplies on variable levels (including stairs)	Occasionally, up to 5 times per shift		
	Home visits			
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Home visits – carrying scales, Bag	5 home visits per week  (light weight scales in back pack/ carry bag)		
	Moving chairs for group set up	15 minutes once per week max		
	Assisting clients with equipment e.g. Nappy bags and child restraints	Not often up to 2-3 minutes potentially over 12 clients		
<b>Pushing/Pulling</b>	Pushing trolley with supplies on various			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Assessor Use Only: Can candidate perform demand (Y/N)?	Comments
Tasks involve pushing/pulling away, from and towards the body	levels below waist height	Occasionally, once per month		
	Sweeping paths/entry			
<b>Keyboard Duties</b>  Tasks involve sitting at workstation and using computer.	Report writing/ case notes	10-15 minutes per client case notes (Can be up to 4 hours)  - This includes total admin and appointments for the shift		
<b>Satisfactory Vision</b>  Standard of vision required equal to that required for driver's licence				

**Any other relevant comments:**