



## POSITION DESCRIPTION

### Maternal & Child Health Nurse

Incumbent:	VACANT
Department:	Human Resources
Reports to:	Maternal & Child Health Coordinator
Supervises/manages:	Maternal & Child Health Students
Employment Status:	Casual
Award Classification:	Band MCH
Prepared by:	Human Resources Business Partner
Approved by:	Chief Executive Officer

### Position Summary

This position is responsible to provide a primary health nursing service to all families with children from conception to six years, ensuring they have the opportunity to achieve their optimal health. Consistent with all other Primary Care Services in Victoria, the position must ensure that all members of the Victorian community have timely access to high quality, efficient and effective community based primary care services that; enhance their safety and wellbeing through community-based involvement and family support, enhance the social development of children and promote self-help and independence in individuals.

### Key Responsibilities

- To provide a primary health service to all parents and their children from birth to school age.
- To have a working knowledge of Dept Health Victoria Key Age Stages Program and undertake Parents Evaluation of Developmental Status (PEDS) and Brigance assessments.
- To promote and monitor children's health, growth and development during infancy and childhood until they reach school age, which includes physical, social, emotional, and intellectual development.
- To recognise any children suspected of deviations from the normal and refer appropriately.
- To work within the framework of the Dept Health Victoria Maternal and Child Health Program.
- To conduct regular consulting sessions at the Centre offering information, support, guidance, and advice to parents in the care of their children.
- To make initial contact in the home, with parents of new babies, and any follow-up home visits as necessary.
- To introduce parents to and liaise with the other support health/welfare education services (available) as deemed necessary.
- To maintain an attractive and safe service venue and secure records.
- To provide an advice-giving and encouraging support service to prospective parents and parents on matters of pre-natal care, parenting and childcare skills, family planning and understanding the development of their children.
- To conduct Council's enhanced home visiting service in accordance with Dept Health Victoria guidelines.
- To conduct Council's immunisation program, providing the appropriate vaccine in accordance with the Drugs, Poison and Controlled Substances Regulations 2017 (DPCS) as well as giving support and advice to children and parents. To provide the Australian Immunisation Register (AIR) with records of all immunisations given to children from birth to age 16.
- To conduct school immunisation programs providing the appropriate vaccine in accordance with the DPCS Regulations 2017. To provide the AIR with records of all immunisations given under this



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program.

- To prepare and present reports as requested by Council and Dept Health Victoria.
- To accept students for placement – nursing, medical and other allied health professionals.
- To initiate and adapt programs according to the expressed or perceived needs of the community, e.g., parent groups and health education teaching activities.
- To promote female health issues.
- To promote and monitor maternal wellbeing and support and refer appropriately when a need arises.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and OH&S Policy.
- Observe all policies and procedures of Council.
- Any other duties as required within the scope of the position.

### Accountability & Extent of Authority

- Responsible for the provision of an effective Maternal & Child Health service within Council and State guidelines and accepted nursing practice standards.
- Responsible for the provision of Council's immunisation program to children 0 to 5 years of ages and secondary school age adolescents.
- Limited authority to purchase relevant goods within budget constraints.
- Report child abuse to appropriate state authority.

### Judgement & Decision Making

- Freedom to initiate a wide range of Maternal & Child Health Programs.
- The Freedom to act may be governed by broad Government Department guidelines.
- Discretion regarding student placement.
- Report child abuse to appropriate state authority.

### Specialist Knowledge & Skills

- Knowledge of maternal & child health issues and practices.
- Understanding of children's physical, social, emotional, and intellectual development, and ability to make assessment of normal and abnormal development.
- Knowledge of local services for children's and families including those requiring special needs.
- Application of general nursing skills as well as specialised children's health.
- Knowledge of current immunisation practice, procedure, and policies.
- Knowledge of Maternal & Child Health data program (CDIS).

### Management Skills

- Demonstrated ability to manage an efficient and effective community service program.
- Administration skills to properly plan, organise, and coordinate the operations of the service.
- Administration skills to properly plan, organise, and coordinate the Council's immunisation program.
- Ability to work unsupervised.
- Ability to train and educate Maternal & Child Health students on work placement.
- Ability to provide an independent service within budget constraints.

### Interpersonal Skills

- Ability to communicate effectively and provide appropriate advice and support to families with young children.
- Skills in report writing to present reports to Council as required.
- Ability to communicate with parents to discuss and resolve problems.
- Ability to communicate and liaise with other Health Professionals and Council staff.



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### Qualifications & Experience

- Educational qualifications equivalent to Certificate or Diploma/Degree for Maternal & Child Health Nurse
- Current registration as a General Nurse, Midwife with Australian Health Practitioner Regulatory Agency
- Current Immunisation Provider Certificate
- Experience in the Maternal & Child Health Nurse profession
- Relevant management or supervisory experience to operate a community service independently.
- Current Victorian drivers' licence and own vehicle.

### Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		