

Position Description

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|--------------------------|--|
| 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 2020 |
| Reports to: | MCH Team Leader(s) |
| Supervises: | N/A |
| 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 Health & Human Services Program Guidelines and Program standards are adhered to, and that City of Greater Dandenong MCH service requirements, policies and procedures meet 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 Brigance 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 client 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 client families.
- Build on partnerships with other service providers, to encourage client 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, Child Safe Standards, FVISS, CISS, DHS Child Protection protocols and requirements, in conjunction with Team Leader(s) 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.
- To provide a high quality MCH service to client families with children under school age, from diverse and multicultural backgrounds, using current research, demographic data and community consultation processes to inform MCH practice.
- When providing specialist advice to client families or regulating client families, the freedom to act is subject to relevant Acts, Regulations and policies and regular supervision. The effect of decisions and actions taken on individual client families may be significant, but it is usually subject to appeal or review by Team Leader(s) or the MCH Coordinator.
- Where contributing to the overall development of policy, procedures and guidelines for the MCH team, 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 within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.

Independently:

- Use the MCH Framework methods, procedures and processes when determining day to day aspects of providing the MCH service to families and communicating with other professionals and service providers.

With Input from Team Leader(s) / Coordinator

- For secondary consultation purposes within MCH practice, which may include but not limited to cases of suspected child abuse or critical incidents, when a notification to Child FIRST, Child Safe Standards, FVISS, CISS or Child Protection is considered.
- When needing to purchase equipment or implementing service improvements to the MCH team methods, procedures and processes.

Recommends and Identifies to Team Leader(s) / Coordinator

- Report identified priorities, trends and other relevant information to Team Leader when suggesting service improvements for the MCH team.
- Improvements to operational policies, procedures and guidelines within the MCH team.

Guidance:

- Guidance and advice are usually available from Team Leader(s) or the MCH Coordinator.

5. Specialist Skills and Knowledge

The essential position requirements include:

- This position requires proficiency in application of nursing disciplines, including the underlying principles as distinct from the practices.
- Demonstrated detailed knowledge of all legislative, Child FIRST, Child Safe Standards, FVISS, CISS, DHS Child Protection protocols and requirements as well as well-developed understanding and ability to apply the Family Partnership model principles.
- This position requires an understanding of the long-term goals and policies of the Maternal and Child Health unit and of the relevant policies of both the unit and the wider organisation.

6. Management and Interpersonal skills

The essential position requirements include:

- This position requires skills in managing time, setting priorities, planning and organising one's own work to achieve specific and set service objectives within the resources available and within a set timeframe, the primary focus of which will be to maximise service provision to the community through effective use of diary for appointments.
- Work within a multidisciplinary team to ensure comprehensive, collaborative and streamlined service provision to families and to establish and maintain cooperative working relationships with a variety of related agencies and professionals.
- The ability to gain cooperation and assistance from client families, members of the public and other employees in the administration of defined activities, in conjunction with the ability to liaise professionally with other service providers regarding client and service issues.
- Intermediate computer skills, including a working knowledge of MCH IT software and a sound knowledge of the Microsoft Office suite of products along with the ability to write clear and accurate reports, using the CDIS database and other software when required.
- 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 Council functions associated with MCH service provision to resolve intra-organisational problems.

7. Qualifications and Experience (Key Selection Criteria)

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

Essential


- Current Australian Registration as per AHPRA registration details; a registered Nurse (Division 1) and Midwife with General Registration, and subsequent qualifications required for practice as an MCH Nurse in Victoria and demonstrated knowledge of all legislative, Child FIRST, Child Safe Standards, FVISS, CISS, DHS Child Protection protocols and requirements.
- Specialist knowledge and experience working with client 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 client 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 client families.
- Demonstrated intermediate computer skills, including a working knowledge of MCH IT software and a sound knowledge of the Microsoft Office suite of products.
- A current Victorian Driver's license [and use of own car], satisfactory Functional Capacity test, and satisfactory (and ongoing) Police and Working with Children Checks supplied prior to offer of employment and commencement.

7. Notes and Comments

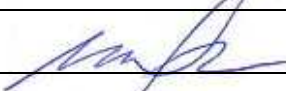
Verification

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

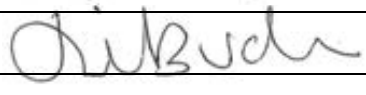
Prepared by:

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|-------|---------------|------------|---|
| Name: | Cathie Arndt | Signature: |  |
| Date: | February 2020 | | |

Manager:

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|-------|----------------|------------|---|
| Name: | Marcus Forster | Signature: |  |
| Date: | February 2020 | | |

Acting Director:

| | | | |
|-------|---------------|------------|---|
| Name: | Tilla Buden | Signature: |  |
| Date: | February 2020 | | |

Position Occupant:

| | | | |
|-------|--|------------|--|
| Name: | | Signature: | |
| Date: | | | |

Inherent Physical Requirements of the position

Summary

Date of last review: September 2017

Authorised by: Martin Fidler

| Physical Requirement | Task Details | Frequency (% of the working day) | | | | |
|--|--------------|----------------------------------|---------------------|--------------------|------------------|-------------------------------------|
| | | Rare | Occasional 0-33% | Frequent 34-66% | Constant >66% | Medical Provider Comment/Opinion |
| 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 |

Position Description

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.