

Position Description

Position Title:	Mental Health Nurse
Business Unit:	Maternal and Child Health
Department:	Community Wellbeing
Directorate:	Community Services
Classification:	Band 6
Date:	August 2021
Reports to:	EMCH Team Leader
Supervises:	N/A
Internal Liaison:	<ul style="list-style-type: none"> MCH Coordinator, Team Leaders, Nurses, Early Parenting Support and Business Support Officers and Peer Educators Community Wellbeing Staff and other departments in Council
External Liaison:	<ul style="list-style-type: none"> Clients, Child Care and Kindergarten providers Department of Health / Department of Families, Fairness and Housing (DFFH) Child FIRST Agencies including Orange Door Monash Community Health Service / MCH Nurses in other municipalities Medical practitioners, Hospitals and community agencies

1. Position Objectives

- To support the provision of a holistic and responsive Maternal and Child Health Service which maximises the health and wellbeing of children under school age and their families, in a diverse and multicultural community and including outreach and activities as required and agreed to engage vulnerable and high need families and children.
- In collaboration with the Enhanced Maternal and Child Health team (EMCH) work within the parameters of the Enhanced and Universal Maternal and Child Health Service Program Guidelines and Program Standards, City of Greater Dandenong service requirements and policies and procedures and meet Best Practice and Family Partnership principles to improve outcomes for families with complex needs who meet the EMCH referral criteria.

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

- To provide assessment and support to families experiencing early parenting difficulties due to Mental Health issues, through flexible service delivery options including Outreach, Centre based and Community settings.
- Assist parents in enhancing their parenting skills by developing agreed goals and providing support and encouragement in working toward those goals.
- To work in collaboration with other mental health services and programs and refer families as identified.
- Work collaboratively with MCH Team and provide regular client updates and progress including discharge plan.
- Provide secondary consultation, including information and referral guidance, for staff within the Universal service who have clients that are experiencing Mental Health issues
- Facilitate parent support groups for parents experiencing mental health issues.
- Build on partnership with other service providers to encourage families to access support services, including but not limited to Playgroups, Kindergarten, Family Day Care and Libraries.
- Demonstrated skills and experience in working with parents and facilitating groups.
- Comply with all legislative, Child Safe Standards, DFFH Child Protection protocols and requirements, in conjunction with the Enhanced Team Leader/Coordinator when a notification is required.
- Contribute to team initiatives and contribute to group work, attending:
 - monthly Clinical Supervision with the EMCH Team and MCH Team Meetings.
 - weekly EMCH Intake meetings, and monthly case review meetings.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Working within the program guidelines parameters as outlined in the Enhanced Maternal & Child Health Program Guidelines 2019 (Department of Health) to provide in-home support and group facilitation with an emphasis on working with vulnerable and complex families, including:
 - Assessment, goal setting, provision of support through targeted interventions on a one to one and group basis,
 - Identification of client needs, and risk factors associated with their ability to manage their mental health and parent their children; and
 - Facilitation of timely referrals to appropriate services where necessary
- Independently providing specialist advice to and regulating client families, the freedom to act is subject to relevant Acts, Regulations and policies and regular supervision / consultation with the EMCH Team Leader. 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.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- The nature of the work of the Mental Health Practitioner Maternal and Child Health is 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.
- Problem solving may involve the application of these techniques to new situations.

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 to recognise the rights and privileges of the child and the need for special safeguards, legal or otherwise, to protect his/her wellbeing.

With Input from EMCH Team Leader / MCH Coordinator:

- In determining the needs of families and developing strategies to address their identified needs, decisions must be made within budgetary constraints.
- Approval from the EMCH Team Leader is required for any deviation from established procedures.
- Consultation with the EMCH Team Leader in any situation which may have legal implications.

Recommends and Identifies to EMCH Team Leader / MCH Coordinator:

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

Guidance:

- Guidance and advice are usually available from the EMCH Team Leader 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, including:
 - Comprehensive understanding of Mental Health conditions and the issues facing families experiencing these conditions,
 - Sound knowledge and understanding of the mental health service sector, family violence, family systems theory, child development and other factors affecting families,
 - Knowledge and adherence to the relevant legislative guidelines that are applicable to the position including but not limited to the Children Youth & Families Act 2005.
- Demonstrated ability to be flexible and responsive to a range of situations, and to show initiative and creativity in the development service provision through knowledge, experience and skills including:
 - respect and understanding of different family values and cultures and how these affect family functioning,
 - in innovative program design, implementation and evaluation,
 - the ability to network and liaise with a range of people and organisations, and to develop strong referral networks,
 - ability to promote and raise awareness of programs and services available to culturally diverse families within the City of Greater Dandenong
 - psycho/social assessment, advocacy, support and referral skills,

- the development of strategies for vulnerable families to engage in the broader community,
- current knowledge of local service providers / services available to families for support
- 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 timetable, the primary focus of which will be to maximise service provision to the community through effective use of diary for appointments.
- Working 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, signing of routine correspondence relevant to the position.
- Intermediate computer skills, including a working knowledge of IT software and proficiency in the use 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 to maintain up-to-date records of contact with clients using the MCH CDIS and collate data for report purposes as required.
- Ability to liaise with 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

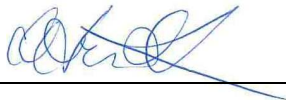
- Registered Nurse with current AHPRA registration, plus Post Graduate Certificate in Mental Health compliant with the Australian College of Mental Health Nursing along with demonstrated experience of working with families to provide support to those with complex needs particularly, but not limited to, families experiencing mental health issues. Relevant knowledge / skills / abilities include:
 - Demonstrated experience working with culturally diverse families in a setting relevant to this position, specifically working with children aged 0-6 years old,
 - Extensive knowledge and understanding of family dynamics, and mental health issues affecting families including how they relate to families and MCH service delivery; and
 - Demonstrated ability to engage and work with families and implement a range of intervention strategies including assessment, advocacy, support and referrals for clients/families.
- A current valid (and ongoing) Victorian Driver's license [and use of reliable vehicle], as well as 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:

Name:	Cathie Arndt	Signature:	
Date:	August 2021		

Manager:

Name:	Marcus Forster	Signature:	
Date:	August 2021		

Director:

Name:	Martin Fidler	Signature:	
Date:	August 2021		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Date of last review: August 2021

Authorised by: Marcus Forster

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Name

Signature

Date __/__/__

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	

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

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.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- 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.