

TITLE:	Maternal & Child Health Nurse
DIRECTORATE:	Community Support
DEPARTMENT:	Health & Wellbeing Services
LOCATION:	Boroondara Maternal & Child Health Centre's
CLASSIFICATION:	MCH Nurse casual
EMPLOYMENT STATUS:	Casual
POSITION CODE:	CDFSEYMCMCH

PRIMARY OBJECTIVE AND POSITION CONTEXT

Promote and facilitate the quality of life and independence of families with young children by ensuring the provision of a high quality, comprehensive, responsive Maternal and Child Health Service. This is provided through timely contact and ongoing primary health care in order to improve their health, development and wellbeing. This position is responsible for working professionally with employees at all levels across Council and liaising with relevant external stakeholders, including health professionals and the Department of Families, Fairness & Housing

REPORTING RELATIONSHIPS

Reports to: Maternal & Child Health Team Leader

Internal liaisons: Health & Wellbeing staff

Staff within a range of departments across the organisation

External liaisons: Families, residents

Health professionals

Department of Families, Fairness & Housing

A range of service professionals and organisations supporting children and

Families in Boroondara

Service professionals

Contractors

WORKING WITH CITY OF BOROONDARA

Our Vision is to be a vibrant and inclusive city, meeting the needs and aspirations of its community. We work together to deliver community priorities and place our customers at the centre of everything we do.

Our values and behaviours guide the way we work and lead.

How we work

- Think Customer experience
- Act with integrity
- Work together as one
- Explore better ways
- Treat people with respect
- Own it, follow through

How we lead

- Lead by personal example
- Build trust
- Create shared direction
- Inspire possibility
- Empower others

To achieve our strategic goals we need a workforce full of energetic, customer focused and forward thinking people.

KEY RESPONSIBILITIES/OUTCOMES

Key Responsibility	Details	What success looks like
Early identification of health needs, health promotion/illness prevention	<p>Promote healthy outcomes for children and their families</p> <p>Provide a comprehensive and focused approach to managing the physical, emotional or social factors affecting families in contemporary communities</p> <p>Provide families with timely, accurate and relevant information and resources to assist them achieve and maintain maximum health potential</p>	<p>Positive Attendance rates for KAS assessments</p>
Enhance family capacity	<p>Support young children and address physical, emotional, social and wellbeing issues affecting children</p> <p>Enhance family functioning through the delivery of family centered practice model</p>	<p>Engaged Supported Clients</p>
Administration	<p>Coordinate and manage the day to day operation of the Maternal and Child Health Centre, meeting administrative, organizational and legislative requirements</p> <p>Assist in the monitoring of annual budgets for the Maternal and Child Health Service and operate within these limits</p> <p>Participate in Maternal and Child Health team meetings, Health & Wellness staff meetings and other appropriate meetings, networks and forums</p> <p>Maintain accurate statistical records including, clear and comprehensive history notes, correct entry of electronic data as per MCH Key Age & Stage Framework and provision of reports/submissions as required</p> <p>Meet performance indicator targets as set out in MCH Program Resource Guide</p>	<p>Participation and engagement with Boroondara MCH team</p> <p>Accurate documentation demonstrated by CDIS audit</p>
Organisational responsibilities	<p>Promote a positive image of Council to the community through the commitment to professional standards and a high level of client service standards</p> <p>Contribution through the Maternal and Child Health team to ensure that the Maternal and Child Health program remains responsive to changing community needs</p> <p>Participate and contribute to the achievement of Council and departmental commitments in relation to the Maternal and Child Health program</p> <p>Attend appropriate meetings (external and internal)</p>	<p>Participation and engagement with City of Boroondara</p>

SELECTION CRITERIA

1. Registered General Division 1 Nurse & Midwife with AHPRA
2. A post graduate qualification in Maternal & Child Health Nursing
3. Ability to work independently, and also within a multidisciplinary team
4. Commitment to family centred practice within an integrated early years' service model
5. Demonstrated clinical experience in Maternal & Child Health
6. Aware of child and family health issues, normal child development, family dynamics and promotion of maternal well being
7. High levels of written and oral communication skills
8. Conversant with relevant health promotion issues

HSW AND RISK MANAGEMENT

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own HSW and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all hazards, incident, injuries, near misses and potential risks as soon as practicable to the Maternal & Child Health Team Leader

EMPLOYMENT REQUIREMENTS

To work with the City of Boroondara you may need to provide a current National Police Records Check and, to support a child safe organisation a current Employee Working with Children Check.

All employees must adhere to Occupational Health and Safety, Equal Opportunity, Child Safety, Council service charter and other relevant legislative requirements, our policies and procedures and our Codes of Conduct.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Deliver the Maternal and Child Health Service in accordance with the Boroondara MCH Workload Framework and the MCH Service Practice Guidelines 2009.
- Make referrals to service agencies and professionals where appropriate as guided by the Options for Referral Protocol
- Exercise a high standard of care in the performance of nursing practice including provision of a family centred approach that focuses on strengths
- Ensure ongoing evaluation of the outcomes of nursing practice against MCH program standards, benchmark with other services and unit procedures
- Undertake action to upgrade nursing practice to achieve and maintain quality

of care, including professional development, initiating and implementing research protocols and incorporating accurate findings into practice

JUDGEMENT AND DECISION MAKING

- MCH Nurses are required to exercise professional and independent judgement, free of bias or political consideration, At all times, judgement and decision making is aimed at achieving the Council/Corporate goals, objectives, service plans and policies.
- The incumbent should make decisions appropriate to their duties in accordance with the relevant standard, applying professional judgement directed towards Council's objectives, public health standards and not outside guidelines issued by the Manager Health & Wellness.

SPECIALIST SKILLS AND KNOWLEDGE

- Conversant with, and able to interpret, standards and policies relating to their duties
- Able to assess the health status of the child and family and plan an appropriate family-centred approach with the client\parent
- Skilled in assessment, case management, referral and group facilitation
- Able to use computer systems, including Microsoft Word, Microsoft Outlook calendars / e mail and CDIS
- Conversant with relevant child and family health promotion issues, including an awareness of women's health issues, family dynamics and promotion of maternal well being
- Experienced in lactation support,
- Aware of the practices and principles of child and family service provision, including relevant Council policies and procedures

MANAGEMENT SKILLS

- Capacity for decision making and to articulate reasons for decisions
- Skills in managing time, setting priorities, planning and organising one's own work
- An awareness of relevant policies and legislation and their application in the delivery of the MCH services

INTERPERSONAL SKILLS

- High level written and oral communication skills
- Able to make clear and comprehensive notes on observations
- The ability to establish and maintain cooperative working relationships with Council staff, families, external agencies and professionals
- Sensitivity and tolerance of a variety of cultures and lifestyles
- Proficiency in solving problems by application of relevant strategies and precedents

QUALIFICATIONS AND EXPERIENCE

- Registered General Division 1 Nurse & Midwife recognised by AHPRA post graduate qualification in Maternal & Child Health Nursing
- Demonstrated experience and usage of the Maternal & Child Health Practice Guidelines
- Proven track record of usage of Key Age and Stage Framework
- Current Victorian driver's license
- Satisfactory Police and Working With Children Check
- Demonstrated clinical experience in Maternal & Child Health