



Mansfield Shire

Position Description

Maternal & Child Health
Nurse

High Country, Lakes and Rivers



Maternal & Child Health Nurse

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
6.58	MCH Year 3	September 2023
Unit	Enquiries	Status (FTE)
Community Health and Wellbeing	Executive Manager Community & Wellbeing	Full Time/ Part Time/Casual

Position Objectives

The Maternal and Child Health Nurse aims to promote healthy outcomes for children and their families, providing a universal primary health service for children aged 0-6yrs. As a Maternal and Child Health Nurse you will be providing a comprehensive and focused approach for the promotion, prevention, early detection, and intervention of physical, emotional, or social factors affecting children and their families in contemporary communities.

This role also has responsibility to deliver the Enhanced Maternal and Child Health program to provide a more intensive level of support to those with identified additional needs and vulnerabilities who are at risk of poor outcomes.

Technical Accountabilities

- ▶ The use of Health Surveillance to monitor, assess and promote the health, growth, development and social skills of young children 0-6 years.
- ▶ Maximise the provision of Maternal and Child Health Services in Mansfield Shire to parents and their children [0-6years] by conducting assessments with families at regular intervals using the 'Key Ages and Stages' development framework.
- ▶ Actively encourage, welcome and ensure access and positive engagement for all families in a creative and collaborative manner.
- ▶ Comply with all statutory requirements and government policies including the maintenance of records and responding to birth notifications received by initiating contact with the family and offering a home visit. Obtain informed consent for participation in MCH service and use of a child health record
- ▶ Address parental needs and concerns by providing timely and appropriate non-judgmental advice on common health, development and behaviour problems

- ▶ Provide additional support to families at critical stages of development such as: birth of first child, toddlerhood, mother returning to work, separation or divorce, transition to school and bereavement.
- ▶ Identify families without established social support or with limited resources and provide the necessary support to empower the family to access appropriate support agencies.
- ▶ As mandated, report children at risk of abuse to Department of Families, Fairness and Housing Child Protection,.
- ▶ Advocate on behalf of parent or child as required.
- ▶ Identify parents and children with additional needs and provide appropriate intervention and/or referral.
- ▶ Participation in delivery of the Enhanced Maternal and Child Health service as required.
- ▶ Maintain accurate and confidential Child Health Records of each consultation in accordance with the Maternal Child Health Documentation Standards.
- ▶ Ensure regular collection and collation of relevant data and statistics to enable appropriate forward planning of service delivery requirements and associated performance reporting/monitoring.
- ▶ Work within a team environment with the Community Health and Wellbeing staff as well as across the municipality to provide a model of service delivery that is flexible and responsive to identified individual, family and local community needs whilst striving for best outcomes for children and their families.
- ▶ Utilise research to evaluate and improve the development and implementation of policies and procedures, service standards and quality systems for the service, including their effective implementation and monitoring.
- ▶ Participate in ongoing professional development that enhance the provision of quality Maternal and Child Health services and improved outcomes for children and families.
- ▶ Undertake other related duties associated with Maternal and Child Health Services.
- ▶ Provide regular reports to the Executive Manager Community Health and Wellbeing on the performance and quality of the service, including the development of annual estimates, the identification of any service gaps, future planning and/or provision needs.
- ▶ Develop a team approach with other Community Health and Wellbeing staff to ensure a coordinated and productive outcome in delivery of services and adherence to Council policies and procedures.
- ▶ Develop good communication and working relationships with other health care professionals that facilitate continuity of care and best outcomes for children and their families.
- ▶ Provide regular reports in relation to customer profiles, service usage patterns, and unit costs to the satisfaction of Council.
- ▶ Ensure adherence to Council's OH&S policies and procedures including equal opportunity and human resource policies and procedures.
- ▶ Develop and monitor the aspects of budgets directly related to the delivery of services and to ensure expenditure is maintained within budget allocation.
- ▶ Assist in the achievement of a strong customer focused Service Unit.

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

- ▶ Assisting in the development and implementation of policies and procedures, service standards, quality systems and relevant policies and procedures for the service, including their effective implementation and monitoring.
- ▶ Identify any changing and competing needs for services and initiate plans to address any inadequacies to meet such needs.
- ▶ Assist in developing relevant process to enable clients to have input into service delivery and mechanisms for managing client complaints to ensure quality customer service.
- ▶ As required by the Community Health and Wellbeing Team Leader, assist in investigative and analytical work associated with the Maternal and Child Health service.
- ▶ Participate in ongoing professional development and undertake action to progress the provision of quality Maternal and Child Health services within agreed parameters.
- ▶ Provide service co-ordination including development of service improvement plans, monthly reporting, review and maintain program standards, maintain knowledge regarding key regional and state-wide strategic directions and oversee MACH data collection procedures to ensure accurate reporting.

Organisational Relationship

Reports to

Executive Manager Community and Wellbeing

Supervises / Manages

Maternal and Child Health Program

Enhanced Maternal and child health

Supported playgroups

Financial Counselling

Students as required

Internal Liaisons

Family and Children's Services and all other Council staff

External Liaisons

- ▶ General public, residents and ratepayers, State Government Departments and Agencies
- ▶ Hospitals, General Practice Clinics, Child health and Welfare professionals

Specialist Knowledge and Skills

Knowledge of:

- ▶ Current Maternal and Child Health Service practice guidelines, 2019
- ▶ Competency Standards for the Maternal and Child Health Nurse in Victoria, 2010
- ▶ Documentation Standards for Maternal and Child Health Nurses in Victoria, 2016
- ▶ The requirement to maintain confidentiality of client records within the requirement of the Information Privacy Act 2000 and the Health records Act 2001
- ▶ Service policies, funding body guidelines and goals of the Universal Maternal and Child Health and Enhanced Maternal and Child Health Services.
- ▶ Child safe standards and Mandatory Reporting requirements including building collaborative relationships with child protection authorities and non government organisations

- ▶ Family violence screening and referral pathways—Orange Door and specialist family violence services
- ▶ Child Information Sharing and Family Violence Information Sharing requirements
- ▶ Skills and competency in child health, development and behaviour over the 10 Key Age and Stages to support the growth and wellbeing of children from birth to 6 years
- ▶ Utilizing early childhood screening tools such as MOSAIC/SACS
- ▶ Maternal Health including Maternal mental health screening, referral pathways and supports.
- ▶ Developing early years linkages with playgroups, childcare, preschools, and schools
- ▶ Referral services for parents and their children.
- ▶ Interpersonal communication skills required to engage with parents and young children with the capacity to relate effectively with families of diverse socioeconomic and Culturally and Linguistically Diverse (CALD) communities inclusive of newly arrived refugees and vulnerable families.
- ▶ Parent group facilitation
- ▶ Sleep and settling program including providing outreach support and education groups
- ▶ Effectively working in a team environment to provide a flexible and responsive service to meet identified community need with other staff members in a constructive and cooperative manner
- ▶ The key functions of the Unit and its relationship to the organisation.
- ▶ The long term goals of the Services Unit.

Skills and Competencies

- Proficiency in the theoretical basis of the position as well as the practical application.
- Ability to assess, review and recommend service delivery options for the Maternal and Child Health service.
- Computer literacy and demonstrated competence in Microsoft Suite Software and Child Development Information System software program
- Record keeping skills.
- Adhere to and review mechanisms for managing client complaints to ensure quality customer service.

Qualifications and Experience

Experience

- ▶ Previous experience providing evidence-informed Maternal and Child Health practice and delivering high-quality, safe and inclusive care
- ▶ Previous experience in working with groups and involvement with community development programs and the provision of the services associated with the requirements of this position.
- ▶ Computer skills and use of Maternal and Child Health data base system.

Qualifications

- ▶ Current registration with AHPRA as both a Division 1 Registered Nurse and Midwife with relevant Post Graduate Qualifications in Maternal and Child Health
- ▶ Current First Aid Certificate Level 1, with Level 2 preferred.
- ▶ Current Victorian Driver's Licence.
- ▶ Supplementary training courses relevant to the delivery of Victorian Maternal and Child Health services
- ▶ Victorian Working with Children Check
- ▶ National Police Check

Key Selection Criteria

- ▶ Demonstrated qualifications, knowledge and experience to meet the position requirements of a Maternal and Child Health Nurse performing comprehensive health and assessment screening of children birth to six years.
- ▶ Clear understanding and demonstrated skills in the provision of client focused service delivery outcomes and ability to work with complex families.
- ▶ Strong verbal and written communication skills.
- ▶ Demonstrated ability to work independently with effective time management skills and capability to prioritise workload.
- ▶ Computing skills in Microsoft Suite Software and Child Development Information System software program
- ▶ Demonstrated ability to work in a team with other staff and community groups and solve problems in a constructive and co-operative manner.
- ▶ Demonstrated initiative and innovative thinking.
- ▶ Demonstrated ability to complete the technical accountabilities.
- ▶ Evidence of appropriate qualifications for the position.

Position Descriptors – MCH Nurse

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Develop and maintain a culture in which staff anticipate and deliver services in a responsible and customer focused manner.
- ▶ Commitment to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Management Skills

- ▶ Ability to achieve objectives within specified timeframes and within budget, often when there are competing objectives and deadlines;
- ▶ Supervision skills to establish and maintain productive relationships with staff, contractors, community, internal and external stakeholders.
- ▶ Ability to establish and maintain a high performance culture in staff.

Judgement and Decision Making

- ▶ This position requires a combination of high level problem solving skills and policy development expertise.
- ▶ Problem solving will generally require identification and analysis of guidance drawn not always from within the organisation and will generally require extensive use of an unspecified range of options.

Accountability and Extent of Authority

- ▶ Activities are governed by established organisational policies and procedures and within agreed service standards and established internal controls.
- ▶ Direction is covered by clear service delivery objectives and targets and/or budgets.
- ▶ Freedom to act outside of established guidelines is subject to specific delegations.
- ▶ Develop, maintain, and implement business continuity and disaster recovery strategies and solutions, including risk assessments, and business impact analyses for the business unit plans you have responsibility for;
- ▶ Ensure that Risk Management practices are applied in your day-to-day activities in accordance with Council's Risk Management Framework and Risk Management Policy.
- ▶ Authorized to approve expenditure on relevant accounts as determined by delegation.

Interpersonal Skills

- ▶ Ability to provide high level specialised advice to Management.
- ▶ Excellent communication skills with the ability to effectively communicate with staff at all levels, maintaining both integrity and confidentiality in dealing with issues of a sensitive or personal nature.
- ▶ Well-developed skills in written communication including a high level of sophistication in creation of correspondence and reports.
- ▶ Ability to persuade, convince and/or negotiate.
- ▶ Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

- 1 Cover letter**
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Nola Bales, Executive Manager Community Health & Wellbeing on (03) 5775 8555

More detailed information on how to apply is available at
mshire.co/applicant-information
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:

Employee's
Signature

Date:

Employee's
Name

Date: / /



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