

# Nillumbik Shire Council Position Description

## Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

## Nillumbik’s values

- Respect 

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- Integrity 

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- Collaboration 

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- Adaptability 

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- Community 

## Our Customer First Commitments

1. Empathetic

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2. Consistent

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3. Effective

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4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
<b>Empathy</b>	We listen, understand and respect our customers
<b>Consistent</b>	We provide accurate, timely and transparent information
<b>Effective</b>	We focus on quality processes and outcomes
<b>Simple</b>	Our processes, documentation and information are easy to obtain and follow

## Nillumbik Shire Council Position Description

<b>Position Title:</b>	Enhanced Maternal and Child Health Nurse
<b>Position Number:</b>	1154
<b>Classification:</b>	Enhanced Maternal and Child Health Nurse
<b>Tenure:</b>	0.4 EFT Part time, Permanent position
<b>Directorate:</b>	Communities
<b>Department and Unit:</b>	Community Programs / Maternal and Child Health and Immunisation
<b>Reports To:</b>	Coordinator Maternal and Child Health and Immunisation
<b>PD approved by:</b>	Manager Community Programs
<b>Date approved by Manager:</b>	June 2025
<b>Date approved by HR:</b>	June 2025

### 1. Position Purpose

The Enhanced Maternal and Child Health Nurse (EMCHN) is a Registered Nurse who holds the qualifications required for a Maternal and Child Health Nurse (MCH). This role is dedicated to supporting infants, children, mothers, and their families during times of increased need, by providing targeted support and interventions aimed at improving health and wellbeing outcomes. The role involves collaboration and partnership with other services. There is a strong focus on mental health, including infant mental health and wellbeing, identification and support for families affected by family violence, disability and other concerns around the child's safety or wellbeing.

### 2. Position Objectives

The EMCHN will apply advanced nursing skills to deliver the Enhanced Maternal and Child Health (EMCH) program, in accordance with the parameters set out in the Memorandum of Understanding between the Department of Health (DoH) and the Municipal Association of Victoria, which represents local government. Program delivery will align with the EMCH Program Guidelines (DHHS, 2020) and is subject to continued funding from the DoH. This work will also support the implementation of Nillumbik Shire Council's Health and Wellbeing Plan, while upholding the Council's corporate values.

This position is responsible for promoting the health and wellbeing of children from birth to six years of age through the delivery of a timely, responsive, and intensive home-based Enhanced Maternal and Child Health (EMCH) service for vulnerable families by:

- Triaging and prioritising EMCH referrals to ensure appropriate and timely service delivery.
- Conducting initial and ongoing assessments and developmental screenings to monitor and promote the health, growth, and development of at-risk children.
- Supporting maternal health and wellbeing by identifying at-risk mothers and referring them to appropriate support services.
- Identifying, assessing, and managing the additional needs of at-risk families and their children by providing relevant information, support, and referrals to ensure optimal outcomes.
- Strengthening family health and wellbeing through the Family Partnership Model and a strengths-based approach.
- Utilising targeted health promotion and education strategies addressing issues such as family violence, postnatal depression (PND), injury prevention, oral health, sleep and settling, and breastfeeding.
- Developing and implementing Family Action Plans in accordance with the EMCH Program Guidelines (DHHS, 2020), and supporting families to achieve identified goals.
- Providing families with appropriate advice, referrals, and information relating to counselling, parenting support, and access to community resources.

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- Expanding service options for families who are experiencing difficulties with early parenting and family functioning.
- Integrating EMCH services with the universal Maternal and Child Health (MCH) service and Nillumbik Shire Council's Early Years team to ensure a coordinated and collaborative approach.
- Applying current research to evaluate and continuously improve maternal and child health nursing practice.

### **3. Key Result Areas**

#### **3.1 Enhanced Maternal and Child Health service**

Working with the Coordinator and MCH team, the incumbent will:

- Plan and deliver the Enhanced Maternal and Child Health (EMCH) service, including triaging and prioritising referrals.
- Identify, assess, and manage the additional needs of at-risk families and their children, through the development of Family Action Plans in line with EMCH Program Guidelines (DHHS, 2020).
- Provide advice, referrals, and information to families regarding counselling, support, and access to community resources.
- Collaborate with other services and participate in case management meetings.
- Comply with relevant legislation, including the Child Information and Family Violence Information Sharing Scheme.
- Notify Child Protection services when required.
- Attend court if subpoenaed.
- Practice cultural awareness, uphold the rights of the child, and ensure safeguards to protect their wellbeing, safety, and development.
- Develop and maintain networks with community support agencies and make appropriate referrals.
- Promote and support the smooth transition of families back to the Universal Maternal and Child Health Service, ensuring coordination and continuity of care.
- Monitor risk and ensure safety for the EMCH nurse during home visits.
- Maintain accurate records using CDIS software and provide required data to DHHS and Council.
- Adhere to the Enhanced MCH program guidelines and mandatory reporting requirements under the Department of Families, Fairness and Housing.
- Engage in ongoing professional development, including attending team and clinical supervision meetings, and apply research and policy to improve practice.
- Work collaboratively with the In Home Family Mentor (IHFM) and Supported Playgroup Facilitator to enhance local client support.
- Undertake other duties as directed.

#### **3.2 Internal Communications**

- Promote and support the seamless transition of families back into the Universal Maternal and Child Health (MCH) Service, working collaboratively to ensure quality, coordinated, and continuous care.
- Integrating EMCH services with the universal Maternal and Child Health service to ensure a coordinated and collaborative approach.

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- Maintain MCH expertise and communications with the EMCH and universal MCH program by attending team meetings, clinical meetings and relevance training courses.
- Ensure that appropriate practices and systems are in place to maintain the confidentiality of data collected.

### **3.3 Core outcome**

- Provide support and assistance to families by drawing on appropriate theoretical concepts and intervention skills, paying particular attention to the physical, developmental, educational and safety needs of children.
- Provide support and assistance to families by drawing on appropriate theoretical concepts and intervention skills with particular attention to emotional development and trauma informed practice.
- Monitor and assess the physical, emotional, intellectual, social and environmental health and wellbeing of individual children from birth to six years, and their families, using evidence based tools, such as PEDS and Brigance, in the delivery of the Key Ages and Stages visits as required.
- Provide information and guidance to families on a wide variety of parenting, family and child care related issues, women's health, family planning, antenatal and post-natal care.
- Provide a non-judgemental and safe environment for families and children and through building upon individual and family strengths, provide strategies for coping and adapting to parenthood.

### **3.4 Continuous Improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Continually strive for innovative approaches to the role, and identify systems and programs that will support smart and efficient business operations.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting and addressing or referring opportunities and challenges facing the organisation.
- Contribute to the development and review of procedures to ensure continuous improvement and support implementation as required.

### **3.5 Customer service and relationships**

- Ensure that Council's objective of customer service excellence is reflected in day-to-day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Foster and build relationships at all levels throughout the organisation.
- Contribute to a positive workplace by communicating with and respecting colleagues, participating in team meetings, workshops and events.

### **3.6 People, culture, safety, health and wellbeing**

- Demonstrate organisational values and actions that align with the organisation's expectations and vision.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.

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- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

### **3.7 Legal Compliance**

- Responsible for the provision of an effective and efficient EMCH service, ensuring the service aligns with legislative and ethical standards. Responsibilities include:
- Promoting the safety, wellbeing, and development of children and complying with obligations under the Children, Youth and Families Act 2005.
- Embedding a child-centred approach and aligning service delivery with the Child Wellbeing and Safety Act 2005 and associated regulations, including adherence to the Child Safe Standards, identifying and reporting child abuse as APHRA mandated.
- Managing personal and health information responsibly in accordance with the Health Records Act 2001.
- Recognising and responding to family violence concerns, in line with the Family Violence Protection Act 2008.
- Collecting, managing, storing, and maintaining client data and records in compliance with the Privacy and Data Protection Act 2014, the Public Records Act 1973, and relevant local government policies.
- Supporting transparency and access to records where appropriate, consistent with the Freedom of Information Act 1982.
- Working within the governance and accountability framework outlined in the Local Government Act 2020, as part of council-led service delivery.
- Promoting inclusive, equitable practice and contributing to gender equity initiatives in line with the Gender Equality Act 2020.
- Supporting population-level health and wellbeing outcomes through evidence-informed practice, in alignment with the Victorian Public Health and Wellbeing Act 2008.

## **4. Job Characteristics**

### **4.1 Accountability and extent of authority**

- The position is accountable for providing professional nursing practice in accordance with relevant midwifery and maternal and child health nursing competencies and standards.
- Engage and work collaboratively with internal and external service partners to develop and strengthen supports to improve outcomes for families.
- Deliver casework and case management support to families with complex needs, such as those affected by family violence, substance use, or mental health challenges, including the development and ongoing review of tailored family case plans.
- Primary responsibility for offering expert guidance to parents of children aged from birth to three years on matters related to child health, development, and wellbeing.
- Required to maintain and adhere to a professional code of ethics in line with the Australian Health Practitioner Regulation Agency (AHPRA) and Nillumbik Shire Council policies and procedures.
- Responsible for maintaining up-to-date professional knowledge and skills to ensure the delivery of a high-quality and effective Maternal and Child (MCH) service.

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- Conduct duties, without direct supervision, in accordance with relevant and established maternal and child health policies, procedures and guidelines from federal, state and local government.

### **4.2 Judgement and decision making**

- Utilise professional expertise and clinical knowledge to determine appropriate support pathways for families, including the need for additional assessments or interventions.
- Identify families with children who may be at risk and provide preventative intervention and preventative support services, while adhering to mandatory reporting requirements and procedures.
- Exercise independent judgement in evaluating and deciding appropriate methods, procedures and practices for achieving objectives outlined within maternal and child health and Council policies.
- Participate in regular case discussions and review through individual supervision with the MCH Coordinator and EMCH external group supervision.
- Respond appropriately to urgent or emergency situations in accordance with Council and MCH guidelines and policies. Advice and support are always available.

### **4.3 Qualifications**

- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a general nurse and midwife
- Victorian qualification in Child and Family Health
- Infant Mental Health Training desirable but not essential
- Current Victorian driver's license
- Current Working With Children Check

### **4.4 Experience**

- Extensive and varied experience as a Maternal and Child Health Nurse.
- Experience and sound knowledge of child health, development and behaviour, and the contemporary issues facing families.
- Experience in engaging, developing and maintaining working relationships with families, service providers and the wider community.
- Demonstrated competence in managing a diverse range of vulnerable clients via an outreach service.
- An ability to respond to families with complex risk factors.
- Competence in the use of Microsoft Office and CDIS software systems.
- Proven ability to manage tasks efficiently through strong organisational skills and to maintain accurate records in accordance with the Department of Health standards and the Enhanced Maternal and Child Health Program Guidelines.

### **4.5 Specialist Skills and Knowledge**

- Maintain professional knowledge and skills to ensure that an efficient and effective Maternal and Child Health Service is delivered.
- Highly developed skills and competency in child health, development and behaviour.
- Comprehensive understanding of the factors and challenges impacting maternal health, wellbeing, and family dynamics in contemporary society.

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- Knowledge of State policy directions including the, Victorian Early Years Learning and Development Framework (VEYLDF) 2016
- Comprehensive understanding of laws around child protection, mandatory reporting and Child First, including the Child Wellbeing and Safety Act 2008.
- Demonstrated ability to deliver the MCH program as per relevant standards, guidelines, frameworks and values.
- Understanding of family dynamics and ability to counsel parents from a broad spectrum of backgrounds on sensitive issues such as depression, bereavement, crisis intervention, child abuse and domestic violence.

### **4.6 Management Skills**

- Ability to organise and manage the day-to-day operational activities and administration of a designated maternal and child health centre and set priorities for practice.
- Demonstrates the ability to effectively plan and manage workload using strong time management and organisational skills, ensuring the delivery of high-quality services and optimal health outcomes for children and families within available resources.
- Ability to practice in a professional and confident manner within the clearly defined boundaries of the maternal and child health service.
- Demonstrates the ability to assess and adapt to evolving community needs, actively contributing to the continuous improvement of the Maternal and Child Health service through consultation and collaboration with clients, the broader community, and key stakeholders.
- Ability to maintain confidential, accurate and comprehensive data, records and systems for collection, analysis and reporting purposes.
- Able to foster a strong culture and consistently make decisions that reflect the best interests of both the organisation and the wider community.
- Capable of writing professional notes, referrals and reports, as required.

### **4.7 Interpersonal Skills**

- Demonstrates behaviours aligned with Council's core values: Respect, Integrity, Collaboration, Adaptability, and Community.
- Possesses strong interpersonal and communication skills to effectively engage with parents, young children, diverse families, communities, and professionals.
- Maintains a non-judgmental and culturally sensitive approach, particularly when working with vulnerable families.
- Builds positive relationships through trust and effective engagement strategies.
- Able to manage crisis situations, resolve conflicts, and negotiate solutions.
- Works both autonomously and collaboratively within the EMCH team, accepting direction when needed.
- Practices reflective self-awareness and adapts professional practice based on feedback and supervision.
- Committed to teamwork, sharing ideas, resources, and supporting service planning and development.
- Operates independently within Council policies and demonstrates flexibility and initiative.
- Applies effective communication techniques, including active listening, to support and empowering clients to make informed decisions.
- Contributes to a professional environment by respecting diverse viewpoints and sharing relevant information appropriately.
- Capable of managing multiple complex tasks and competing priorities efficiently.
- Maintains professional relationships with EMCH staff, wider MCH teams, Health & Family Services, and Council leadership.

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### 5. Physical Requirements

Posture	<ul style="list-style-type: none"> <li>• Sitting at desk, work station or in meeting rooms</li> <li>• Driving to different parts of the shire up to 20 kilometres or 20 minutes for the purposes of site visits driving on both made and unmade roads.</li> <li>• Some standing</li> <li>• Some walking</li> <li>• Scales operation</li> </ul>
Upper Limb / Body	<ul style="list-style-type: none"> <li>• Some handwriting</li> <li>• Some reaching above shoulder and bending below the knee to access files and books</li> <li>• Some sustained neck flexion may be required when reading documents.</li> </ul>
Trunk	<ul style="list-style-type: none"> <li>• Some twisting in a seated position to access drawers at the desk</li> <li>• Bending below the knee</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• Indoor air conditioned offices with carpeted floors</li> </ul>
Weights	<ul style="list-style-type: none"> <li>• Carrying lightweight portable scales</li> <li>• Loading and unloading car with center supplies</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Simultaneous talking on the telephone and writing down of notes</li> <li>• Climbing of stairs between levels (shire office also has a lift available) or to get in/ out of some workplaces.</li> <li>• Examining babies with both hands</li> </ul>

### 6. Key Selection Criteria

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community (Mandatory)
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA), Nursing and Midwifery Board of Australia as a Registered General Nurse (Division 1) and Registered Midwife and further tertiary qualifications and experience in maternal and child health.
- Good understanding and knowledge of child behaviour, child development and family dynamics.
- Excellent communication skills with children, families, internal and external staff, service providers and agencies.
- Ability to prioritise and organise workload to meet deadlines and competing demands.
- Demonstrates self-motivation, initiative and the ability to work independently with minimal supervision.
- Proficiency in the use of computer applications including Microsoft office and CDIS.
- A current Victorian driver's licence.
- Experience as a Maternal and Child Health Nurse, coupled with the ability to respond to families presenting with complex risk factors  
Proven experience in applying family-centric, solution-focused practices, with demonstrated knowledge and practical understanding of family partnerships, child development, and behaviour.  
Experience in working with vulnerable and at risk families.

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### 7. Other relevant information

- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires a pre-employment medical check. This will be organised by Nillumbik Shire Council as part of the recruitment process.
- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File, and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.
- The incumbent **may** be required to work on weekends and evenings dependant on the requirements of programs, projects and community consultations. This position requires evidence of qualification documentation.

### 8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

### 9. Application information

To obtain any additional information regarding this position, please contact **Sal Johnston**, Coordinator Maternal and Child Health and Immunisation on (03) 9433 3369. Applications can be submitted online at Nillumbik Website until 10pm Day, 15 July 2025. Apply now!

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process. If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at [hrrmail@nillumbik.vic.gov.au](mailto:hrrmail@nillumbik.vic.gov.au)