

<b>POSITION TITLE:</b>	Maternal and Child Health Nurse
<b>POSITION NO:</b>	4119
<b>DIRECTORATE:</b>	Community Life
<b>DEPARTMENT:</b>	Community Wellbeing
<b>SECTION:</b>	Maternal and Child Health
<b>CLASSIFICATION:</b>	Maternal and Child Health Nurse Grade 4B Year 1-4
<b>LOCATION:</b>	Municipal Offices, Hyde Street Footscray
<b>DATE:</b>	June 2025

## ORGANISATIONAL RELATIONSHIPS

**Reports to:** Team Leader Maternal and Child Health

**Supervises:** Students on placement

**Internal Liaisons:** Enhanced Maternal and Child Health Nurses, Maternal and Child Health Nurses, Family Support Worker, Immunisation Staff, Early Years Team, and all council employees.

**External Liaisons:** Maternity Services, Family Support services, Child Protection, Mental Health services, Early Childhood services, Community Health Services including GP's and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

Our team of MCH Nurses promote optimal child health in children under 6 years of age through developmental assessment, monitoring health, and providing an advisory, supportive and educative primary health service to their families and care givers.

## DUTIES AND RESPONSIBILITIES

- Provide a maternal and child health service delivered within the service program guidelines and standards
- Maintain a family centred approach in supporting families by focusing on their strengths and working in partnership with them.
- Commitment to the provision of quality service and continuous improvement.
- Maintain professional knowledge and skills.
- Meet all requirements in respect to service agreements and relevant legislation.

- Contribute to the overall development of the service by displaying team work.
- Ensure that work practices reflect the organisational values and expected behaviours.
- Adhere to all Council's policies and procedures relevant to this position.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

## **Organisational Responsibilities:**

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support and formal input into policy development within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and refer to manager for any decisions on matters that could impact Council's policy, projects and budget.

## **JUDGEMENT AND DECISION MAKING**

- Exercise judgement and autonomy to make decisions based on previously acquired experience and knowledge as well as knowledge of department, organisational goals and objectives.
- The nature of the work is usually specialised with methods, procedures and processes developed through theory or precedent.
- Ability to improve or develop methods, procedures and processes relevant to the role as required and applying them to problem resolutions.
- Guidance and advice from supervisor and other Council employees would usually be available.
- Exercise discretion and confidentiality whilst performing assigned duties.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Ability to use technology and systems relevant to the role.
- Proficiency in the application of theories, policies, procedures, processes and precedents relevant to the role.
- Understanding of the role and function of the team and how they impact the goals of the wider organisation.

- Understanding of relevant State and Federal legislation, Acts and regulations relevant to the role.
- Basic knowledge and understanding of budgeting techniques.

## MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

## INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Ability to liaise with external counterparts and members of other units within the organisation to resolve intra-organisational problems.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence

## QUALIFICATIONS AND EXPERIENCE

### Mandatory:

- Current registration as a Registered Nurse and Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).
- Qualifications to practice as a Maternal & Child Health Nurse.
- Current Working with Children Check.
- Current driver's license
- No relevant criminal record found in a Police Check.

### Desirable:

- Accredited lactation qualification or demonstrated knowledge and experience in supporting breast feeding women

## KEY SELECTION CRITERIA

- Demonstrated experience in Maternal and Child Health Nursing, including clinical placements undertaken as part of a Postgraduate Diploma or Master's in Child and Family Health.
- Extensive and specialised knowledge of Maternal and Child Health issues, as well as a comprehensive understanding of community-based services, with the ability to make appropriate and timely referrals for families and children.
- Proven ability to engage effectively with culturally and linguistically diverse populations and vulnerable families, ensuring inclusive and respectful service delivery.

# Position Description



- Strong verbal and written communication skills, combined with a client-focused approach to customer service. Skilled in working collaboratively with families and children, including those with complex or individual needs.
- Advanced problem-solving, decision-making, and counselling skills, with a capacity to manage sensitive situations and provide appropriate support.
- Current driver's licence and access to a reliable vehicle for work-related travel
- Thorough understanding of the Family Partnership Model and/or integrated service delivery frameworks, with a commitment to collaborative, family-centred care.

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....