



Position Description

POSITION TITLE: Maternal and Child Health

AWARD CLASSIFICATION: City of Port Phillip Enterprise Bargaining Agreement

POSITION NO: 3671

DEPARTMENT: Family, Youth and Children's Services

DIVISION: Cultural and Community Development

CURRENCY: June 2011

DATE APPROVED: June 2011

APPROVED BY: Manager Family, Youth and Children



Position Description

The City of Port Phillip provides a vibrant and diverse work environment where employees are able to develop both professionally and personally whilst planning and delivering a range of important services to the community.

Our values guide our performance and enable our growth. Our values are:

- Courage and Integrity
- Personal Growth and Performance
- Accountability
- Creative and Strategic Thinking
- Working Together

We are committed to a culture of ethical leadership and are constantly working towards fulfilment of Council's Four Strategic Directions:

- Engaging and governing the City
- Taking action on climate change
- Strengthening our diverse and inclusive community
- Enhancing liveability

1. POSITION TITLE: Maternal and Child Health

2. ORGANISATIONAL RELATIONSHIP:

REPORTS TO: Team Leader Maternal and Child Health

SUPERVISES: Students as required.

INTERNAL RELATIONSHIPS: Users of the service (families and children) Maternal and Child Health Intake Officer, other units within Family and Children's Services and other CoPP staff.

EXTERNAL RELATIONSHIPS: The community, a range of local, regional and state, health, welfare and education organisations, Department of Human Services, community health centres, mental health services and other Maternal and Child Health Services, Australian Nursing Federation, Victorian Association of Maternal Child Health Nurses.

3. POSITION OBJECTIVES:

- Exercise personal judgment within agreed standards to respond to a service request on the same day it is received.



Position Description

- To provide a comprehensive Maternal and Child Health service in the City of Port Phillip which addresses and meets the needs of children 0- 6 years and their families.
- To fulfil the requirements of the Department of Education and Early Childhood Development - Maternal and Child Health Key Age and Stage Program in the City of Port Phillip.
- To demonstrate a model of practice which recognises the interdependence of the physical, social, and psychological health of young children and their families and which has a community development focus.
- To be able to work as a responsive flexible team member who recognises and adapts to the needs of a dynamic work environment.

4. KEY RESPONSIBILITY AND DUTIES:

4.1 Direct Service Provision

- Make contact and offer an initial home visit to all families upon receipt of birth notifications. Provide a Maternal and Child Health program following the ten Key Age and Stage Service Activity Framework.
- Promote and monitor the health and growth, and the physical, social, emotional and intellectual development of children in the 0-6 years age group, with referral as required.
- Monitor maternal health and well being through consultations and home visits and to provide advice, information, support and referral as appropriate.
- Provide the above service, in a way that ensures the State's Maternal and Child Health Program's Health goals for children are met. These goals include:
 - * Reduce preventable premature mortality;
 - * Reduce the impact of disability;
 - * Reduce the incidence of vaccine preventable diseases;
 - * Reduce adult diseases which originate in childhood; and
 - * Enhance family and social functioning.
- Provide a service that also meets local goals and priorities as defined by Council.
- Advocate and negotiate on behalf of people using the service as needed.
- Liaise with other health, welfare and education professionals when particular needs are identified to ensure appropriate and accurate referrals.



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4.2 Education and Information

- Plan and provide information and education for New Parent Groups and in collaboration with other Family and Children's Services staff, develop education programs appropriate for young families i.e.; parenting skills, women's health, child health and development, accident prevention, etc.
- Promote and provide information about immunisation.
- Promote Maternal and Child Health services within the local community.

4.3 Planning and Community Development

- Initiate, adapt and be actively involved in programmes according to local needs and within existing physical and financial constraints.
- Ensure continuing communication within the Family and Children's Services units to develop integrated services.
- Promote and strengthen a sense of community through the development of informal support networks by providing opportunities for social interaction for parents and children.
- Negotiate and advocate for the client and the service.
- Contribute and participate in research projects in relation to Maternal and Child Health.

4.4 Co-ordination and Administration

- Participate in the development of the Maternal and Child Health Service.
- Carry out the ongoing daily administration tasks as required
- Maintain accurate, confidential and up to date records for each child using the MACHS computer program.
- Collect accurate statistics and prepare reports and written information as required by Council and the Department of Human Services.
- Ensure Centre hygiene
- In consultation with the Team Leader monitor centre cleaning and building maintenance requirements.
- Encourage the use of the Centre by other local groups eg. Playgroups etc. where appropriate.
- Manage time effectively using Outlook Calendar and assisted by central intake processes.



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4.5 Professional Development

- Maintain, update and expand professional knowledge and enhance skills by attending relevant in-service meetings, training courses, seminars and by reading appropriate reports, journals, etc.
- Provide supervision and support for students on field placements.
- Undertake action to upgrade nursing practice to achieve and maintain quality of care.
- Attend and participate in CoPP meetings and events as required by the organisation.

4.6 The Maternal and Child Health Team

- Work Co-operatively as an active member of the Maternal and Child Health team;
 - Attend and contribute to regular meetings of the Maternal and Child Health Nurses, including clinical supervision;
 - Actively contribute to ongoing planning and development of the Maternal and Child Health service in the City of Port Phillip;
 - Be able to participate in additional activities that may require flexibility of hours.
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5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Maternal and Child Health Nurse is accountable to clients, employers and peers for:

- The delivery of an efficient and effective Maternal and Child Health Service using Department of Education and Early Childhood Development Maternal and Child Health Program Standards.
- Maintaining up to date professional knowledge and skills.
- Maintaining a professional code of ethics in line with the Australian Nursing Federation.

6. JUDGEMENT AND DECISION MAKING:

- [The incumbent is required to exercise professional and independent judgement, free of bias or political consideration and to ensure that both judgement and decision making is aimed at achieving Council objectives in accordance with accountability requirements of the position.
- The position requires the ability to determine an appropriate response given the particular circumstances within the range of duties covered by the position.



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- The work may involve improving or developing procedures based on theory and precedent. Problem solving is usually related to previous experience or knowledge from similar situations.
 - Recommendations can be made on changes in service delivery, major maintenance required and major equipment needs within the team framework.
 - The Team Leader Maternal and Child Health is available to advise on clinical and policy issues.
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7. SPECIALIST SKILLS AND KNOWLEDGE:

- Specialist skills and knowledge relating to Maternal and Health.
- Experience as a Maternal and Child Health nurse.
- Skills in assessment, case management and referral.
- Understanding and sensitivity of a range of different cultural values and customs.
- Ability to work with interpreters.
- Experience with group work.
- Ability to contribute to the planning and development of the service.
- Understanding of the importance of confidentiality and requirements of the Privacy and Freedom of Information Acts
- Understanding of the requirements of Mandatory Reporting and the new Children, Youth and Families Act 2005
- Ability to resource and use information pertaining to relevant support services for families.

8. MANAGEMENT SKILLS:

- Ability to manage the day-to-day operations of the Centre.
 - Effective time management and use of Outlook Calendar.
 - Computer skills including basic knowledge of Word and Excel
 - Ability to maintain accurate records.
 - Ability to prepare reports.
 - Ability to supervise students.
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9. INTERPERSONAL SKILLS:

- Well developed interpersonal and communication skills with parents/guardians and young children.



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- The capacity to establish a supportive relationship with families using the service.
 - The ability to relate effectively and in a non-discriminatory manner with a diverse range of people from different cultural backgrounds.
 - The ability to establish and maintain cooperative working relationships with a variety of agencies and professionals.
 - Ability to work as a flexible and effective team member.
 - Ability to manage conflict.
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10. QUALIFICATIONS AND EXPERIENCE:

- Current registration with the National Board of Nursing and Midwifery as a Division 1 nurse with additional qualifications in Maternal and Child Health and Midwifery.
- Degree / Graduate diploma majoring in Maternal and Child Health.
- Current Driver's Licence.
- Local Government Experience is an advantage.
- Computer literacy including MACHS program.

11. OCCUPATIONAL HEALTH & SAFETY

- Must have an understanding of and comply with the CoPP OHS Policy, procedures and legislative requirements relevant to the position.
 - Communicate with employee health and safety representatives and supervisors about OHS.
 - Report any unsafe practices and/or hazards in the workplace and suggest injury prevention measures
 - Required to participate in programs and training to improve risk management including health and safety within the workplace.
 - Perform your work in a way that is safe and does not put you or others at risk.
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12. KEY SELECTION CRITERIA:

- Qualifications and experience in Maternal and Child Health and Midwifery.
 - Sound knowledge of innovative early childhood research and practice and a commitment to integrated service provision to families.
 - Demonstrated ability to work as an effective team member, and to work collaboratively within multi disciplinary partnerships.
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- A non-discriminatory approach to working with people from diverse social and cultural backgrounds.
- Willingness to work with the boundaries of the municipality.
- Excellent interpersonal, verbal and communication skills.
- Able to work both autonomously and with direction.
- Highly motivated with strong time management skills.
- Sound knowledge of local, regional and state issues that impact on the provision of service to families.
- Computer literacy including MACHS program.
- Commitment to City of Port Phillip Vision for a Child Friendly Port Phillip where children are treated as active citizens.
- Current Driver's Licence, access to vehicle
- Ability to exercise personal judgement within agreed standards to respond to a request on the same day it is received.