

YARRIAMBIACK SHIRE COUNCIL

POSITION DESCRIPTION MATERNAL & CHILD HEALTH NURSE

POSITION TITLE: MATERNAL AND CHILD HEALTH NURSE

DEPARTMENT: COMMUNITY SERVICES

AWARD: NURSES AWARD 2002 (ANF—Victorian Local Government)

DATE APPROVED: March 2014
APPROVED BY: Chief Executive Officer

POSITION OBJECTIVES

Promote the quality of life and independence of families with young children 0-6 years ensuring the provision of a comprehensive Maternal and Child Health service.

To enhance the health and well-being of mothers through health monitoring and support service.

To optimise the health, well being and effective functioning of the child and family.

To contribute to an increase in the vaccination rate for preventable infectious diseases.

Contribute to the development of policy, service levels and standards in regard to all Maternal and Child Health issues.

Help to develop a strategic framework within which on-going changes can be initiated, coordinated and monitored to enhance the delivery of maternal and child health services.

KEY RESPONSIBILITY AREAS

Maternal and Child Health Service

Provide counselling and support in a non-judgmental safe environment for individuals and families by conducting regular consulting sessions offering guidance and advice on a wide variety of childcare, parenting and family related issues.

Assess, monitor and promote the health, growth, development and behaviour of young children 0-6 years including physical, social, emotional and intellectual status.

Provide health education and support groups for first time mothers and other service users where there is an identified need.

Maintain the Centre environment and keep accurate computerised and manual records of daily activities. Complete regular reports for Council and the Victorian State Government.

Attend regular community service team meetings.

Review the maintenance of buildings and equipment and recommend appropriate action.

Attend regular and relevant professional development training programs. As part of the team participate in community education/health promotion programs.

Provide information to individuals and families about relevant community resources and services.

Facilitate the development of community support networks.

Customer Service

Ensure the provision of all services with a focus on customer service and industry best practice.

Facilitate an effective public interface for service areas and coordinating with other Council services.

General

Represent Council at official functions, meetings, seminars etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.

As part of the team participate in the development of the service's aims and objectives, performance criteria, planning and co-ordination and review of services where appropriate.

Keep up to date with developments, legislation and regulations relevant to the departmental activities.

Contribute to Council's annual budget process as requested.

RISK AND OHS MANAGEMENT / STAFF AUTHORITY AND RESPONSIBILITIES

The following authorities and responsibilities are assigned to the levels of management and staff as shown and are based on those in the Occupational Health & Safety Act 2004.

Employees - Occupational Health and Safety

- Comply with all Risk and OHS Management procedures and requirements.
- Work safely and not place at risk the health and safety of other employees, contractors, volunteers or the general public.
- Visually monitor and report risk and safety management issues to your relevant Supervisor or Manager. Assist your Supervisor or Manager to rectify risk and safety issues to make the workplace/worksite safe.
- Ensure asset related damage, hazards or potential hazards are reported to your manager, supervisor or OHS representative.
- Encourage other employees to consider safety factors within the working environment.
- Attend Risk and OHS compliance training as directed.
- Be an active member of your OHS designated working group. Show commitment to risk and safety through participation in formal and informal discussions/ meetings on risk and OHS issues.
- Cooperate with your employer and fellow employees with respect to any action taken by the employer to comply with the OHS Act.
- Attend safety meetings, tool box meetings and safety training as directed by your Supervisor or Manager.

Council Assets Responsibilities

Take reasonable care of any council property or assets that you may use, have access to, or have overall responsibility for. Record and report to your Supervisor/Manager, any damage or potential for damage, to property or assets that you may use, have access to, or overall responsibility for. This may include risks such as accidental fire, arson, storm, flood or security.

ORGANISATIONAL RELATIONSHIP

Reports to:	Community Service Manager
Supervises:	Students
Internal Liaisons:	Community Services staff, other Council staff and other M&CH Nurses
External Liaisons:	General public, State, local and Federal government bodies, health service providers, community groups and other organisations.

ACCOUNTABILITY

Responsible for the provision of an effective and efficient Maternal and Child Health service.

Maintain a professional code of ethics in line with the Australian Nursing Federation and the Victorian Nurses Board.

Identify and report child physical and sexual abuse in accordance with State Government Policy.

JUDGEMENT AND DECISION MAKING

The incumbent requires the ability to exercise professional judgement and problem solving skills in relation to the provision of an effective and efficient Maternal and Child Health service.

SPECIALIST KNOWLEDGE

Experience in case management, assessment and referral.

Knowledge of relevant community resources.

Knowledge of a quality assurance and accreditation system.

Knowledge of pre and postnatal health issues for women.

Comprehensive understanding of the lactation process.

Ability to participate in nursing/other research.

Ability to proficiently operate a personal computer.

Knowledge of childhood immunisation schedule

MANAGEMENT SKILLS

Ability to organise own time.

Ability to work within a budget.

Ability to maintain records and statistics.

Ability to contribute to the planning and development of the service.

Ability to supervise students from appropriate disciplines during placement.

Ability to implement safe working practices and equal opportunity.

INTERPERSONAL SKILLS

Ability to work cooperatively in a team environment, and foster positive and progressive team relationships.

Well developed communication skills.

Ability to relate effectively to a diverse range of families.

Ability to deal with crisis situations and negotiate to resolve problems.

Ability to positively embrace the implementation of changes in the workplace.

PRIMARY PHYSICAL REQUIREMENTS

The employee requires the ability to:

- lift young children onto weighing machines (scales).
- kneel on floors to undertake developmental assessments.
- sit for extended periods.
- undertake repetitive arm movements and manual dexterity for computer work.
- read computer screens and printed documents.
- communicate clearly for telephone work and face to face communication.
- the ability to get in and out of vehicles and carry scales into homes (potentially up and down stairs).

QUALIFICATIONS AND EXPERIENCE

Essential:

Registration as a Division One Nurse, Midwife and Maternal and Child Health Nurse

Appropriate nursing qualifications, including Victorian annual practising certificate

Experience in Women's Health

A current Victorian driver's licence

Desirable but not essential:

Accredited Public Vaccinators Certificate

Lactation Consultant Certificate (IBCLC)

Paediatric assessment skills/knowledge

SELECTION CRITERIA

- Skills, qualifications and experience as specified.
- Demonstrated knowledge of Maternal and Child Health practice.
- Flexibility, innovativeness and a keenness to embrace new challenges.
- Interpersonal skills and ability to project a professional image.
- Ability to work with and contribute to a team environment.
- Commitment to quality customer service.
- Understanding and application of the concept of confidentiality and privacy.

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described and outlined in this document. All staff are expected to demonstrate behaviours that align with Yarriambiack Shire Council core values and Employee Code of Conduct.

I AGREE THIS POSITION DESCRIPTION REFLECTS MY CURRENT DUTIES AND RESPONSIBILITIES.

Signed

Date: