

WHITEHORSE CITY COUNCIL

Position description

Job title: Enhanced Maternal & Child Health Nurse	
Classification: Enhanced Maternal & Child Health Nurse	Effective Date: August 2024
Reports to: Maternal & Child Health Team Leader	Tenure: Permanent Part time or Full Time

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The EMCH (Enhanced Maternal & Child Health) program is funded and operated by the Department of Health (DH) and Whitehorse City Council (WCC). Delivery of the program is subject to parameters in the Memorandum of Understanding between DH and the Municipal Association of Victoria, which represents local government, the EMCH Program Guidelines (DHHS 2020) and continued funding from DH.

The EMCH program provides an outreach service. It is focused on achieving improved outcomes for infants, children, mothers and their families who are experiencing a period of increased need, and who could benefit from targeted, more intensive actions and interventions. There is a strong focus on mental health including infant mental health and wellbeing, identification and support for families effected by family violence, disability or concerns around the child's safety or wellbeing.

The EMCH program provides a role with vulnerable families within the broader context of facilitating system-wide supports and engagement. The role involves collaboration and partnership with other services. The EMCH program responds assertively to the needs of children and parents at risk of poor health outcomes.

Key Responsibilities

Position Specific Responsibilities

Provision of a professional, timely, responsive and intensive home based maternal and child health service to vulnerable families (which includes a child aged 0 – 36 months) who may be at risk of poor health and wellbeing outcomes including:

- Triaging and prioritising EMCH referrals
- Undertake initial and ongoing assessments and screening, monitor and promote the health, growth, and development of at risk children aged 0-36 months, by providing appropriate information, support and referral as necessary to ensure healthy outcomes for all children
- Identify, assess and manage additional needs of at risk families and their children
- Develop Family Action Plans (as per EMCH Program Guidelines DHHS 2020) and work to support families in achieving identified goals

- Provide appropriate advice, referrals and information to families and their children in relation to counselling, support and access to community resources as required
- Collaboration and engagement with other services
- Participation in client case management meetings as required
- Adhere to Child Information and Family Violence Information sharing scheme legislation
- Notification to Child Protection if indicated
- Attendance at Court if subpoenaed
- Practice awareness and understanding of cultural diversity in relation to service provision
- Develop and maintain a network of community support agencies and refer families as appropriate
- Recognise and respond to the rights of the child and the need for safeguards to protect their wellbeing and development.
- Knowledge of relevant legislative requirements required for the delivery of services to young children and families
- Promote and support the integration of families back to the Universal Maternal and Child Health Service, working in collaboration to deliver quality & streamlined support to families.
- Maintenance of accurate, comprehensive and timely records for families attending the service via CDIS software programs
- Participate in the development and review of the EMCHN service, to enhance the quality of service provision
- Participate in community education/health promotion programs where appropriate and as required
- Monitor risk and safety for the EMCH nurse when home visiting families
- Provision of accurate data collection and statistical information as required by the Department of Health and Human Services (DHHS) and Whitehorse City Council

- Demonstrated capacity to manage a variety of complex tasks and problems concurrently often with conflicting priorities
- Comply with the Enhanced MCH program guidelines
- Comply with the mandatory reporting of children at risk to the Department of Health and Human Services in accordance with legal requirements

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: MCH and midwifery students

Judgement and Decision Making

- Responsible for the provision of an effective and efficient Enhanced Maternal & Child Health Service.
- Maintain a professional code of ethics in line with the Australian Nursing Midwifery Federation and APHRA
- To identify and report child abuse in accordance with Council and State Government policy.

Specialist Knowledge and Skills

Certificates/Licences and Experience:

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a general nurse and midwife, with postgraduate Diploma in Child & Family Health Nursing.
- Knowledge of relevant legislative requirements, for example, Child, Youth & Family Act 2005, Child Wellbeing and Safety Act 2005, Health Records Act 2001 and Family Violence Protection Act 2008.
- Knowledge and understanding of current MCH Program Standards, Practice Guidelines and EMCH Guidelines

- Evidence of 40 hrs CPD per year as per requirements for registration with APHRA.
- Ability to contribute to the planning and development of the enhanced home visiting service.
- Knowledge of relevant community resources and referral agencies
- Working knowledge of CDIS program

Qualifications and Experience

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a general nurse and midwife
- Postgraduate Qualification in Family and Child Health or equivalent
- Extensive and varied experience as a Maternal and Child Health Nurse.
- Demonstrated competence in managing a diverse range of vulnerable clients via an outreach service
- An ability to respond to families with complex risk factors.
- High level communication and interpersonal skills
- Demonstrated highly developed organisational skills and the ability to maintain accurate records in accordance with the Department of Health and the Enhanced Maternal and Child Health Program Guidelines.

Interpersonal Skills

- Sound oral and written communication skills including preparation of reports for DHHS
- Demonstrated interpersonal skills to assertively collaborate and liaise effectively with staff, target groups of services, agencies, government departments and wider community
- Demonstrated understanding of family centric, solution focused practices including a knowledge and understanding of family partnerships, child development and behaviour.
- Ability to apply a range of strategies to enhance engagement particularly with vulnerable families
- Ability to manage crisis situations and negotiate to resolve problems
- Ability to work autonomously but also co-operatively as part of the EMCH team and accept direction
- Commitment to teamwork and sharing of ideas, resources and tasks
- Ability to be flexible and responsive to a range of situations and to show initiative and creativity in the development of service
- Ability to engage effectively with a diverse range of families, agencies and professionals

- Demonstrated capacity to manage a variety of complex tasks and problems concurrently often with conflicting priorities
- A capacity to reflect through self-awareness and utilise organisational support and clinical supervision to enhance self-care and quality, safe, professional practice

Key Relationships:

- The position will liaise with Members of the Whitehorse community, health service providers, social services and other community health professionals
- The position is required to maintain professional relationships with the Enhanced MCH staff, wider MCH team, Health & Family Services Department as well as Managers, Directors and all Council staff.

Management Skills

This position requires skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence.
- Psychometric testing profile completion

Key Selection Criteria

- Current registration as both a registered nurse and registered midwife, with postgraduate qualifications in Family and Child Health
- Demonstrated highly developed organisational skills and the ability to maintain accurate records in accordance with the Department of Health and the Enhanced Maternal and Child Health Program Guidelines
- Excellent interpersonal and communication skills to ensure clear communication with a diverse range of families, other professionals and team members
- Experience as a Maternal and Child Health Nurse and the ability to respond to families 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.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.			
Hand/Arm Movement Tasks involve use of hand/arms			
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.			
Standing Tasks involve standing in an upright position			
Reaching Tasks involve reaching above head, and above and equal to shoulder height			
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects			
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another			

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: