

POSITION DESCRIPTION



POSITION TITLE:	Maternal and Child Health Nurse
DEPARTMENT:	Community Services
POSITION HOLDER:	Vacant
REPORTS TO:	Maternal and Child Health Team Leader
TERM OF EMPLOYMENT:	Part-Time
APPROVED BY:	Director Community Development
DATE:	May 2025
CLASSIFICATION:	MCHN (Years 1 – 4) in accordance with the Buloke Shire Council (BSC) Enterprise Agreement.

POSITION OBJECTIVE:

- Provide Maternal and Child Health Services in accordance with the Maternal and Child Health Program Standards and the current Funding and Service Agreement.
- Support the development, health and well-being of children under six years of age through monitoring, early identification and appropriate follow up and referral on health and related issues.
- Enhance the health and well-being of mothers of young children through health monitoring and support.
- Assist Council in the provision of a Maternal and Child Health service that is professional, coordinated and addresses the needs of our communities.

KEY RESPONSIBILITIES AND DUTIES:

- Work as a member of the BSC Maternal and Child health team in collaboration with other family service providers to provide a high-quality, family centred health care service that promotes and protects the health of families with children from birth to six years in the Buloke Shire.
- Monitor, assess and promote the health, growth, development and social skills of young children under six years of age, including physical, social/emotional and intellectual status. Referral to appropriate services where intervention is required.
- Conduct regular consulting sessions offering guidance and advice on a wide variety of childcare, parenting, maternal and child health and family related issues, including home visits to parents of new babies in a non-judgemental and safe environment.
- Work with families who are identified as experiencing parenting difficulties or where the child or parent has special needs or a disability.
- Respond to Birth Notifications promptly, in accordance with statutory requirements, and to conduct an initial home visit and follow up home visits as necessary.
- Identify parents who do not attend a Maternal and Child Health centre regularly and gain parental cooperation to establish a regular home visiting program and develop strategies to assist with parenting skills development.
- Provide information on nutrition for children and promote breast-feeding by offering advice, help and education, information and assistance on issues relating to women's health, including family planning, antenatal and postnatal care.

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- Identify the type of support needed by the client / family and encourage the use of community resources and facilitate the access and continuity of health care to families where children have additional needs.
- Conduct assessments and provide a range of culturally sensitive interventions for families with social, emotional and practical issues.
- Assess the safety and wellbeing of children, including assessment and monitoring of children at risk and liaison with and referral to relevant team members and external agencies.
- Act as an advocate for children, parents, the community and the Maternal and Child Health Service as appropriate.
- Maintain confidential, accurate and secure individual/child/family records including daily activities, enrolments, birth notifications and developmental assessments in line with legal requirements.
- Provide annual and other reports to Council and relevant Government Departments as required by collecting, maintaining and reporting any data as requested for statistical, funding or research purposes and participate in research as required.
- Maintain a safe and hygienic environment and be responsible for the security at Maternal and Child Health centres.
- Participate in the development of the Maternal and Child Health Service's aims and objectives, to be used as a guide to planning, implementing and evaluating aspects of the Service.
- Assess the need for health education programs, support services and support groups for individuals / families and, where resources permit, design and implement appropriate services and programs.
- Supervise Maternal and Child Health student placements in accordance with Council policy.

ORGANISATIONAL ENVIRONMENT:

Reports to:	Maternal and Child Health Team Leader
Directly Supervises:	Nil, apart from student MCHN's as required.
Internal Liaisons:	Director Community Development, Manager Children and Youth, other MCH nurses and other council staff.
External Liaisons:	Families and children, Child Protection, Orange Door, government departments and agencies, community groups, hospitals and Department of Health and other health organisations, medical practitioners and nurses, MAV other municipalities and residents.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable to the Maternal and Child Health Team Leader
- Authority to inform Council and the community of issues relating to Maternal and Child Health Services.
- Authority to provide advice, assistance, guidance and information within Council objectives and budget parameters.
- Authority to resolve day to day and complex social and health issues as they arise. Guidance may be sought from outside Council if appropriate.

JUDGEMENT AND DECISION MAKING:

- Provide professional and specialist advice regarding the physical and emotional wellbeing of a child.
- Operate as a highly skilled, independent practitioner requiring minimum supervision.

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- Make clinical decisions based upon initiative and judgement within scope of practice.
- Seek guidance from the Team Leader Maternal and Child Health on issues as appropriate.

SPECIALIST SKILLS AND KNOWLEDGE:

- Maintain current knowledge of needs of target group, both physical and emotional.
- Ensure up to date understanding of latest developments in Maternal and Child Health, at least to the standards required by the Department of Health and Human Services.
- Evaluate outcomes of nursing practice against professional standards on a continuous basis.

MANAGEMENT SKILLS:

- Manage conflicting pressures to ensure service requirements and programs are delivered.
- Program scheduled visits.

INTERPERSONAL SKILLS:

- Ability to gain co-operation and assistance from personnel in other areas of organisation to achieve deadlines.

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated high level of verbal and written communication skills.
- Current registration as a division 1 Nurse and Midwife with appropriate qualifications in Maternal and Child Health, and current registration with the AHPRA.
- Ability to liaise, negotiate and problem solve with service users and other professionals.
- Demonstrated sensitivity and support to the needs of young children and the parents of young children.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

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CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Experience, knowledge and ability in the delivery of primary health services for families and children aged 0 – 6 years.
- Specialised knowledge of women's health, infant nutrition, child health, mental health, child development and behaviour, and family violence.
- Ability to develop parenting and health education group programs.
- Competent in the use of computers and the CDIS program.
- Current registration with AHPRA as a Registered Nurse – Division 1 and Registered Midwife with appropriate post graduate qualifications in Maternal and Child Health.
- Successful Applicants will need to hold a Current Drivers Licence, First Aid & CPR Qualifications, Working with Children check and complete a successful National Police Records Check.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:

Director Community Development

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Date

Agreed by:

Manager Children and Youth

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Date

Agreed by:

Maternal and Child Health Team Leader

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Date

Agreed by:

Maternal and Child Health Nurse

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Date