Position No: 1497

Status: Casual (0.01 FTE)

Band/Level: MCH Nurse

Date: 15 June 2015

Position Context & Objective(s):

1. Provide a flexible, Maternal and Child Health service which maximises the health and wellbeing, learning, development and safety outcomes for all children from birth to 6 years of age and their families.
2. Deliver high quality evidence based practice under the guidelines of the revised Key Ages and Stages Framework.
3. Provide support, guidance, information and intervention relevant to individual child development and family circumstances.
4. Participate in the Maternal and Child Health Service in a manner which ensures high standards of customer service delivery in response to community needs and expectations.

Key Responsibilities and Duties:

1. Provide evidenced based assessments for each of the 10 consultations with additional emphasis on health promotion and wellbeing according to the revised Key Ages and Stages framework (KAS).
2. Provide information, support, advice and appropriate referrals relating to children and parents wellbeing, including health, immunisation, breast feeding, antenatal and post-natal care.
3. Provide an innovative approach to flexible service delivery that will encourage access and participation for all families in the community.
4. Provide a focus on prevention, early detection and intervention of the health and well being concerns of vulnerable infants, children and their families through an interdisciplinary and integrated service response.
5. Recognise and facilitate the access to families of cultural and linguistic diverse backgrounds.
6. Promote and provide information and advice about vaccinating against preventable diseases in co-operation with Council’s Immunisation department.
7. Act as an advocate for children, parents, the community and the Maternal and Child Health Service as appropriate.
8. Proactively participate in the Maternal Child Health service team in the development and implementation of continuous improvements to the service.
9. Participate in relevant networks and outreach programs concerning young children and families as requested.

Organisational Responsibilities

In addition to the duties as specified, the following standards/duties shall apply:

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.
Occupational Health & Safety/Risk Management
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council’s Risk Management Policy & Procedures are observed and followed.

Personal Development & Conduct
- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Organisation Development:
- Participate in the Employee Opinion Surveys as requested.
- Participate in Warrnambool City Council’s Business Excellence Program and other corporate development programs.

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records and Working with Children Check.

☑ YES

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Warrnambool City Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Maternal &amp; Child Health Coordinator, Service Manager Early Years Intervention &amp; Support</th>
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</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>Medical and Nursing student placements.</td>
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<tr>
<td>Internal Contacts:</td>
<td>Family Services staff, Early Years Administration staff, council staff, particularly Community Development staff</td>
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<tr>
<td>External Contacts:</td>
<td>Parents, Professional bodies, Hospitals, DHS, Child FIRST, Specialist Children’s medical services</td>
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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

As an independent practitioner using advanced nursing skills, the Maternal and Child Health Nurse is:
- Responsible to deliver the Maternal and Child Health service to those whom the incumbent has designated responsibility.
- Responsible to exercise a reasonable standard of care in the performance of nursing practice.
- Demonstrate accountability to the community by continually evaluating outcomes of nursing practice against professional standards.
- Understand and observe the Risk Management Policy & related procedures.

JUDGEMENT AND DECISION MAKING:

- The position will make all day to day decisions and exercise professional judgement in all aspects of Maternal and Child Health nursing within best practice guidelines and Departmental and Council agreed guidelines, policies and procedures.
- Guidance and advice is always available within the time given to make a decision.
**SPECIALIST KNOWLEDGE AND SKILLS:**

- Knowledge and understanding of the revised Victorian Key Ages and Stages Framework within current practices, theories and values.
- Knowledge and understanding of the Maternal and Child health program standards and guidelines.
- Ability to deliver a high quality Maternal and Child Health Services.
- Well developed communication and organisational skills, and a flexible approach to service provision to work effectively with parents, infants and young children.
- Ability to participate in a multidisciplinary team environment with other Maternal and Child health professionals and Parenting and Children’s Services staff.
- Demonstrated workload and time management skills including a high level of administrative and reporting skills as required, (ie Maternal & Child health MACHS data collection reports, referrals and reports to government agencies etc).
- Experience in facilitating community education/health promotion programs for infants, young children and their families as per program standards.
- Knowledge of the specific needs of families from cultural and linguistic diverse backgrounds (CALD) including Aboriginal and Torres Strait islander children.
- Contemporary knowledge of current medical, educational theories and social trends, relevant to Maternal and Child health program delivery.
- Good interpersonal skills and a positive approach when working with all parents, other Professionals and the community at large.

**MANAGEMENT SKILLS:**

The following management skills are required to be utilised:

- Demonstrated leadership and innovative program delivery skills.
- Well developed organisational skills and administration abilities.
- Demonstrated ability to work independently as well as a member of a multi-disciplinary team.
- Excellent time management skills.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:

- Ability to communicate positively and effectively with Council Officers and staff, families, and others in a courteous and professional manner.
- Demonstrated leadership skills in providing an innovative flexible Maternal and Child Health service.
- Ability to display empathy, warmth and understanding, to all families, especially to families in need of extra supports.
- To have the desire for self development on a personal and professional level.
- To use effective listening skills, both with children and adults.
- To maintain confidentiality at all times.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:

- Holds current General and Midwifery Nursing Registration with the Australian Health Practitioners Regulation Authority (AHPRA).
- Registered Nurse/ Midwife with Post Graduate Maternal and Child Health qualifications.
- Knowledge/experience in the implementation of the revised key Ages and Stages Framework and Maternal and Child Health program standards and guidelines.
- Responsible for undertaking a minimum of 20 hours annual professional development in order to be eligible for ongoing Registration with the Australian Health Practitioners Regulation Authority (AHPRA).
• A demonstrated ability to work in the community and to promote the development of the Maternal and Child Health service.
• Excellent communication and counselling skills.
• Current drivers licence.

CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature: Date:

SELECTION CRITERIA:

Applicants should address the following in their applications with reference to the specialist skills and knowledge requirements of the PD:
• Record of appropriate qualifications in the area of Maternal and Child Health nursing and current General and Midwifery Nursing Registration with the Australian Health Practitioners Regulation Authority (AHPRA)
• Extensive knowledge of Maternal and Child Health Program and an understanding of current practices, theories and values.
• Knowledge and understanding of the revised Key Ages and Stages Framework and Maternal and Child Health program Standards and Guidelines.
• Ability to deliver a flexible and innovative Maternal and Child Health Service.
• Demonstrated ability to work independently as well as a member of a multi-disciplinary team
• Ability to network with local and regional child and family services/agencies.
• Experience in facilitating community education/health promotion programs for infants and young children and their families.
• Administrative skills to enable accurate recording of statistical data and report writing as required.
• Awareness of the diverse social, cultural and religious backgrounds of children and families.
• Ability to prioritise and manage time.
• Well developed written and verbal communication and leadership skills.
• Basic computer skills with knowledge of the MACHS and IRIS computer programs.
TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

Staff Conduct and Ethical Standards

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

**Occupational Health & Safety/Risk Management**

- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

**Equal Employment Opportunity and Diversity**

- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

**Learning & Development**

- Identify training and development needs through the Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

**Information Technology & Records Management**

- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure consistent and sound records management processes and practices that maintain reliability and authenticity of records from their creation or receipt, through their effective use, to disposal or preservation as archives.
- Maintain an awareness of and adhering to the Records Management Policy, including your responsibilities under the Privacy & Data Protection Act and the Freedom of Information Act
- Ensure appropriate and effective use of relevant software systems (appropriate level of training provided)
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
  - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

**NB:** The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked.
By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.

**Emergency Management**

- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.

**Sustainability**

- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs and services.
- Within the the scope of their position complete with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

**ANNUAL STAFF PERFORMANCE REVIEW PROCESS**

Staff participate in an Annual Staff Performance Review which is undertaken in June/September. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

**HOURS OF DUTY:**

You will be employed on a casual basis for both positions i.e.: we cannot guarantee you set hours or ongoing work, you will be engaged intermittently in relieving work on an as required basis.

**TENURE:**

The tenure of this position is Casual

**MINIMUM EMPLOYMENT PERIOD:**

This position is subject to a minimum employment period (6 months qualifying) during which time the employee’s suitability for ongoing employment will be assessed.

**SALARY:**

The salary will depend upon qualifications and years of experience for the successful applicant with terms and conditions of employment as outlined for employees in accordance with the Warrnambool City Council Enterprise Agreement and the Victorian Local Authorities Award 2001.

**LEAVE ENTITLEMENTS:**

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.
Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

**SUPERANNUATION:**

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the following employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**Privacy Act Information**

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the responsible officer and/or the Privacy Officer.
I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

**RIGHT TO WORK IN AUSTRALIA**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

**INTERVIEW:**

Applicants should be prepared to attend a personal interview, if required.

**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

**FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:**

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description).

**DRIVERS LICENCE:**

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.