

POSITION TITLE:	Universal / Enhanced - Maternal and Child Health Nurse	CLASSIFICATION:	Appendix 8
REPORTS TO:	Maternal & Child Health Coordinator	DIRECTORATE	Community & Wellbeing
DEPARTMENT:	Connected Communities	TEAM:	Maternal & Child Health

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Maternal and Child Health Nurse is a key practitioner in the delivery of a high-quality, family-centred service that supports optimal health, development and wellbeing outcomes for children aged 0–6 and their families across the City of Stonnington. Operating within the Victorian Maternal and Child Health Program and in accordance with Department of Health requirements, the role applies evidence-based practice, early intervention and clinical expertise to support families during the critical early years. As part of a responsive and multidisciplinary team, the nurse contributes to a collaborative and contemporary service environment, demonstrating adaptability, professional judgement and a holistic approach that recognises the interconnected wellbeing of children and their caregivers.

RESPONSIBILITIES	KEY OUTCOMES
Deliver Clinical Care & Early Intervention	<ul style="list-style-type: none"> Provide comprehensive services aligned with the Maternal and Child Health Service Guidelines, Practice Guidelines and Clinical Governance Framework. Conduct developmental surveillance and health assessments using the Key Ages and Stages Framework and associated tools (e.g. PEDS, Brigance, SACS, MARAM, INFant, QUIT, SIDS & Kids). Identify risks to child health and wellbeing and initiate appropriate referrals to early intervention and support services. Deliver evidence-based health promotion and parenting support at all times. Maintain clinical expertise in child development, maternal health, and immunisation requirements. Ensure all care aligns with mandatory reporting obligations and relevant child protection legislation. Support both universal and enhanced clients in accordance with their assessed needs.
Support Families & Work as One Team	<ul style="list-style-type: none"> Engage with families in a culturally sensitive, inclusive, and respectful manner. Build trust and strong working relationships with parents, caregivers and colleagues to foster optimal child outcomes. Provide information, advocacy and practical support to families with complex needs or children at risk. Maintain accurate and contemporaneous records in the Child Development Information System (CDIS). Uphold confidentiality in accordance with the Privacy and Data Protection Act 2014. Collaborate effectively with internal teams and external agencies to ensure seamless service delivery. Actively contribute to a supportive, multidisciplinary team culture. Participate in case discussions, care planning, supervision and service improvement.
Maintain Safety, Standards and Compliance	<ul style="list-style-type: none"> Ensure compliance with clinical governance, council policy and the current Enterprise Bargaining Agreement. Promote and uphold Occupational Health and Safety (OHS) standards across MCH centre operations. Identify and respond to hazards and safety issues in the physical environment. Use council systems, property and equipment responsibly and in accordance with protocols. Contribute to quality improvement, data integrity, audits and risk minimisation activities. Report safety or practice concerns to the MCH Coordinator or Team Leader.

KEY WORKING RELATIONSHIPS



Direct reports: N/A

Internal: Community & Wellbeing, People & Culture, Customer Service, IT, City Operations,

External: Children and Families, External Support Agencies, State Government Representatives (e.g. Department of Health)

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> Ensure effective co-ordination of the Maternal and Child Health Service in which you are based. Liaise with the Maternal and Child Health Coordinator and/or Team Leader on areas of key responsibility, child safety concerns and child protection referrals, media requests and safety concerns/issues. Maintain accurate, confidential and up to date documentation for each child on the Child Development Information System (CDIS) program. Ensure a safe physical environment of the Maternal and Child Health Centre in which you are based.
Judgement and decision making	<ul style="list-style-type: none"> Exercise professional judgement in delivering the MCH program when working with the families in Stonnington. The incumbent will be expected to work from a sound Maternal & Child Health practice base and apply these concepts within the parameters of this service. To make decisions on the day-to-day provision of the Service, consistent with policies and procedures. Consult with the Maternal and Child Health Co-ordinator for advice on clinical and policy issues as required.
Specialised knowledge and skills	<ul style="list-style-type: none"> Knowledge and skills necessary to maintain professional competency standards of MCH nursing practice Knowledge of current Maternal and Child Health evidence-based practices and policies. Specialised knowledge of normal child development and behaviour. Highly developed assessment and referral skills and the ability to make appropriate referrals to early intervention services for children and relevant support services Have completed Key Ages and Stages Framework training - PEDS, Brigance, QUIT smoking cessation, SIDS & KIDS safe sleeping, , MARAM training, and INFant. SACS, Ability to assess the health status of the child and family. Ability to assess children at risk and provide support, information, advocacy and referral when necessary. An understanding of legislation relating to Mandatory Reporting of child abuse and the Children, Knowledge of current immunisation requirements for children 0-6 years. Understanding of the importance of confidentiality and the requirements of the Privacy and Data Protection Act 2014 Ability to transfer knowledge and skills to clients and others as appropriate.
Management Skills	<ul style="list-style-type: none"> Ability to manage the day-to-day operation of the Maternal and Child Health program at a Maternal and Child Health Centre. Ability to manage time, set priorities, plan and organise work to deliver quality service and meet objectives within set timelines. Have an understanding of and ability to implement personnel practices including Equal Opportunity, Occupational Health and Safety and training and development Ability to manage competing demands. Ability to demonstrate flexibility, innovation and initiative. Ability to adapt to changing organisational environment. Ability to mentor and be a preceptor to students.

Interpersonal skills	<ul style="list-style-type: none"> Well-developed interpersonal and communication skills to discuss and resolve problems within the team and externally. Ability to relate effectively and in a non-discriminatory manner with families from diverse backgrounds and cultures. Capacity to establish supportive co-operative relationships with families, council employees and team members to enable optimal communication and assistance Ability to work independently and as part of a multi-disciplinary team. Proven ability to work as an effective team member Well-developed written communication skills in correspondence, report writing and client documentation in a contemporaneous manner
Qualifications and Experience	<ul style="list-style-type: none"> Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as both a registered nurse and a registered midwife and to also hold recognised qualifications in Victoria maternal and child health nursing Demonstrated work experience in child, family and community services in local government that showcases applicable skills and knowledge. Proficient in providing child, family and community services in local government with a strong ability to apply these skills in a practical work setting. Must possess a current [Working with Children Check/Valid Police Check] This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards. Licensing and Background Checks: Current Victorian driver's licence

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity, and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: July 2025