



# Maternal and Child Health Nurse

## POSITION DESCRIPTION

<b>Unit</b>	Health
<b>Reports to</b>	Health Programs Manager
<b>Direct Reports</b>	N/A
<b>Award</b>	Nurses Award [MA000034]
<b>Classification</b>	Registered nurse - level 4 Grade 1-3
<b>Remuneration</b>	As per award classification
<b>Salary Packaging</b>	Salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	Heywood, Hamilton, Portland, VIC
<b>Probationary Period</b>	A six-month probationary period will apply to new employees.

## 1. PRIMARY PURPOSE OF POSITION

To provide high quality, culturally responsive maternal child health services to Aboriginal and Torres Strait Islander people.

## 2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Work in accordance with Victorian Maternal and Child Health Program guidelines and standards.
- Provide high quality, culturally appropriate family-centred care from the perinatal period through to school age.
- Assess health and wellbeing of mothers and children pre and post pregnancy providing clinical support, advice and information to families in a timely manner.
- Identify and provide additional and/or flexible services and programs to meet the needs of Aboriginal and Torres Strait Islander families.
- Promote the Maternal and Child service.
- Provide advocacy and support to patients.
- Offer and deliver flexible services including home visits.
- Work within an integrated health unit to provide clinical care.
- Work in partnership with other Winda-Mara services

- Record and report data using software programs and participate in audits
- Ensure all funding and all other reporting requirements are met within allocated timeframes
- Refer clients to appropriate services post screening.
- Ensure communication and services are appropriate and respectful of clients to achieve professional, organisational, cultural, legal and ethical requirements
- Comply with the Australian Health Practitioner Regulation Agency (AHPRA) registration standards
- Conduct and coordinate immunisation for target group of children.
- Assist health team members and provide other services and duties within scope of practice
- Comply with Nursing and Midwifery Board of Australia:
  - Code of conduct for nurses,
  - Code of conduct for midwives,
  - Code of ethics, and
  - Other standards within scope of practice
- Other duties as required within scope of this role and coordinated through Manager or Team Leader.

### 3. WINDA-MARA VISION AND VALUES

#### OUR VISION

*“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our vision will be achieved by focusing on four themes.



#### OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

<b>Professionalism</b>	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
<b>Responsiveness</b>	Responding in a timely, engaging, respectful and culturally appropriate manner.
<b>Empowerment</b>	Building, strengthening and empowering individual and community decision making.
<b>Partnership</b>	Creating better client outcomes through strong partnerships.
<b>Accountable</b>	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
<b>Respect</b>	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
<b>Effectiveness</b>	Effective ‘results orientated’ services meeting the needs of the community.
<b>Social Justice</b>	Providing justice, equity, social equality, and human rights.

## 4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

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- Must hold current registration with APHRA as:
  - Registered Nurse (Division 1),
  - Registered Midwife, and
  - Accredited post-graduate certificate/degree/diploma (or equivalent) in maternal and child health.
- Understanding of and ability to comply with the NMBA's professional standards.
- Immunisation accreditation or willingness to obtain.
- Understanding of Mandatory Reporting requirements.
- Demonstrated knowledge of the local Aboriginal community.
- Demonstrated knowledge and understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal individuals, families and communities.
- Ability to work independently as well as in a team environment.
- Organisational skills; ability to prioritise, manage time effectively and work well under pressure.
- Excellent written, verbal, and interpersonal communication skills with the ability to communicate with and relate to people with different cultural backgrounds.
- High level of accuracy with work produced and accurate data entry and computer systems skills.
- Ability to deal professionally, tactfully and discretely with confidential information.
- Punctual, professional, efficient and approachable manner.

## 5. POSITION REQUIREMENTS

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Y	Current Drivers License
Y	Ability to obtain and maintain a National Police Check
Y	Ability to obtain and maintain a Working with Children Check
N	N - This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	After hours and weekend work may be required
Y	Pre-employment health declaration
Y	All positions are subject to funding

## 6. GENERAL TERMS OF EMPLOYMENT

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All employees are to:

- Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
- Act in a safe manner to provide a safe working environment.

- Participate in an Annual Performance Review and any other review processes.
- Participate in training and other support as appropriate.
- Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
- Communicate constructively to other team members, company employees, clients and members.
- Communicate and participate in improvements to processes, practices and procedures.
- Actively work with and support other employees to achieve organisation's goals.
- Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.