



Position Details – Enhanced Maternal and Child Health Nurse

Position title: Enhanced MCH nurse

Award Classification: City of Port Phillip Enterprise Agreement 2025

Department: Community Wellbeing.

Division: Family, Youth and Children

Date Approved: May 2026

Approved By: MCH Coordinator

Organisational Relationships:

Reports To: MCH Coordinator

Supervises: N/A

Internal Stakeholders: Council Employees and Managers, Executive Team and Councillors

External Stakeholders: Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

The EMCH program provides an outreach service delivered by MCH nurses in Port Phillip. It is focused on achieving improved outcomes for children and their families who are experiencing a period of increased vulnerability and could benefit from targeted actions and interventions. The

City of Port Phillips EMCH team works in a collaborative team environment.

The EMCH Nurse is responsible for developing strength-based relationships with families to help identify both protective and risk factors, and the EMCH Nurse works closely with other agencies to improve family functioning and parenting capacity. The safety and wellbeing of the child and family is at the centre of all decision making for the Enhanced MCH service.



Key Responsibilities and Duties

Service delivery

- Determine suitable referrals to EMCH service based on EMCH guidelines and communication with referring party.
- Engage with families referred to EMCH in a variety of modalities including telephone or webcam consultations, home visits, attendance at playgroup and centre visits.
- Work with each family to identify their protective and risk factors to develop family action plan.
- Reduce the impact of disability and developmental delay through child health surveillance, encompassing health and developmental monitoring, offering parental advice and support, health education, and using appropriate referral pathways.
- Inform and educate parents regarding child developmental milestones, vaccination programs, services offered in the local area to support parents and any other services which may be required.
- Observe and monitor the wellbeing of the family and suggest additional family support or intervention if required.
- Maintain close working relationships with the Universal MCH nurses and local services such as medical/health providers, social welfare organisations, family violence support services, schools, community groups and legal/compliance organisations.
- Facilitate the access and continuity of health care to families where children and families have additional needs.
- Promote professional Maternal and Child Health practice as a resource to children, families and community services/organisations.
- Participate in community education / health promotion as required.

Systems and processes

- Monitor workloads in accordance with DHHS guidelines and targets for the EMCH Program.
- Maintain confidential individual/family profiles.
- Ensure accurate, systematic and comprehensive data collection, and collate statistics for the Council and DHHS using software such as CDIS.
- Participate in the development and maintenance of programs which include monitoring, evaluation and quality assurance appropriate to the service.
- Conduct risk assessments for each client and their home prior to visiting.
- Proactively consider improvements and modifications to the service delivery model which would improve safety and client outcomes.

People

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First



- Tailor the approach to each family to meet their needs.
- Work effectively as part of a team to deliver a quality EMCH service.
- At all times make workplace safety a priority.
- Understand diverse cultures and cultural practices and act with empathy and positive mind set.

Accountability and Extent of Authority

- Operate within all Local Government and State Government guidelines, policies and funding requirements as well as all Nursing Codes of Practice and qualification requirements for practice.
- Make decisions regarding referrals to third parties where necessary to support families or for intervention where the safety of individuals is a concern.
- Ensuring adherence to KPI's as per the City of Port Phillip individual employee EPlan.
- Monitor and manage workloads.

Judgement and Decision Making

- Excellent problem-solving skills are required to provide a method of systematically organising and delivering nursing care and assessment; enabling families to plan, evaluate and implement better health outcomes for themselves and their young children.
- Sound decision making skills are required to identify problems and initiate appropriate intervention.
- Make referrals when assessed as appropriate.

Specialist Skills and Knowledge

- Knowledge of issues related to the provision and planning of Maternal and Child Health Services.
- Specialist knowledge in child health and development, and family and community needs.
- A demonstrated commitment to participate in continuing education, professional development, and research activities to increase knowledge and skills.
- A demonstrated knowledge of the Maternal & Child Health Service, Key Ages & Stages Framework 2009 and participation in all components of the Department's training requirements for this program.
- A demonstrated knowledge of the Enhanced MCH guidelines 2019.
- An ability to utilise appropriate communication tools and strategies to effectively communicate with people from culturally and linguistically diverse communities by use of interpreters, providing information in a range of languages and being sensitive to cultural practices and beliefs.
- The ability to plan and systematically set priorities to achieve maximum health outcomes for client families and their young children, within available physical and economic resources.
- Ability to maintain accurate, systematic, and comprehensive written data collection for assessment and analysis.



- Strong knowledge of information sharing legislation and require.
- Commitment to and knowledge of trauma informed practise and strength-based care.

Management and Leadership Skills

- Ability to maintain comprehensive and confidential records of client consultations.
- Ability to initiate and document appropriate referrals to other health professional and community agencies.
- The ability to respond to future changes in service delivery with flexible, innovative and initiative.
- Highly developed time management skills and the ability to prioritise and develop achievable work plans.
- Ability to work in team environment.

Interpersonal Skills

- An ability to establish and maintain open, effective communication processes with client families, peers and other professionals.
- An ability to work with other staff and community groups in a constructive and cooperative manner in a team environment.
- An ability to utilise appropriate communication tools and strategies to effectively communicate with people from culturally and linguistically diverse communities by use of interpreters, providing information in a range of languages and being sensitive to cultural practices and beliefs.

Qualifications and Experience

- Current registration as both a registered nurse and midwife on the AHPRA register.
- Post graduate Diploma/Masters in Child and Family Health Nursing.
- Significant centre based Universal MCH experience.





Mandatory Requirements

- Current Australian Registration as per AHPRA – Registered Nurse (Division 1)
- Registered Midwife
- Qualifications required for practice as an MCH Nurse in Victoria
- Working with Children Check
- National Police Check
- Current Victorian Driver's Licence
- Access to vehicle for work with full comprehensive insurance

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:



- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Post Graduate Diploma in Child and Family Health Nursing, or Nursing Science in Child, Family and Community Nursing. Current registration as both a Registered Nurse and Registered Midwife on the Australian Health Practitioner Regulation Agency (AHPRA) register.
- Ability to conduct a Maternal and Child Health program in accordance with the Department of Health and Human Services Key Ages and Stages Program.
- Experience as a Maternal and Child Health Nurse and the ability to respond to families with complex risk factors.
- Understanding of practices including a knowledge and understanding of family partnerships, child development, and behaviour.
- Highly developed organisational skills and the ability to maintain accurate records in accordance with DH and DFFH requirements and the Maternal and Child Health Service Guidelines.
- High level communication and ability to work within Family Youth and Children's team
- An ability to provide appropriate information and refer as necessary to ensure healthy outcomes for all families.
- Demonstrated knowledge of Microsoft Office Suite and CDIS.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.



Position Description

PD Enhanced Maternal and Child Health Nurse, May 2026

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