



Position Details

Position title:	Maternal and Child Health (MCH) Nurse
Award Classification:	MCH nurse Yr 1-4
Department:	Family, Youth and Children
Division:	Community Wellbeing and Inclusion
Date Approved:	May 2025
Approved By:	Executive Manager, Family, Youth & Children

Organisational Relationships:

Reports To:	MCH Coordinator/ MCH Team Leader
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

- To provide a comprehensive Maternal and Child Health service in the City of Port Phillip to children 0-6 years and their families.
- To fulfil the requirements of the Department of Health– Maternal and Child Health Service Framework in the City of Port Phillip.
- To assess, triage and respond to families according to their needs and vulnerabilities.

Key Responsibilities and Duties

- Provide a Maternal and Child Health program following the ten Key Age and Stage Service Activity Framework.

- Monitor maternal and family health and wellbeing at home and centre-based visits, and provide advice, information, support and referral as appropriate.
- Assist with work in different locations within the municipality to meet the demands of the community as they arise.
- Maintain accurate documentation and data on CDIS according to the Department of Health. Prepare reports as required by City of Port Phillip and the Department of Health.
- Participate as an authorised professional in the Child and Family Violence Information Sharing Schemes. This involves making, receiving, and responding to requests, as well as proactively sharing and updating responders post sharing.
- Monitor centre safety, cleaning and building maintenance requirements.

Accountability and Extent of Authority

The Maternal and Child Health Nurse is accountable to clients, employers, and peers for:

- The delivery of an efficient and effective Maternal and Child Health Service using Department of Health Maternal and Child Health Program Standards.
- Maintaining up to date professional knowledge and skills.
- Maintaining a professional code of ethics in line with the Australian Health Practitioners Registration Authority.
- The MCHN is required to use professional judgement within the level of their expertise to meet the clients' needs seeking guidance from the Team Leader whenever necessary.
- Comply with staff code of conduct and all policies, regulations, mandatory training, and legislation in relation to the area of responsibility and the City of Port Phillip.
- Adherence to the Employee Code of Conduct, mandatory reporting requirements and Child Safe Standards.

Judgement and Decision Making

- The incumbent is required to exercise professional and independent judgement, free of bias or political consideration and to ensure that both judgement and decision making is aimed at achieving Council objectives in accordance with accountability requirements of the position.
- The position requires the ability to determine an appropriate response given the circumstances within the range of duties covered by the position.
- Decision-making skills are developed and supported by team processes and flowcharts, ongoing professional development, individual supervision, and group supervision.
- The Maternal and Child Health Team Leader is available to advise on clinical and policy issues.

Specialist Skills and Knowledge

- Specialist skills and knowledge relating to Maternal and Child Health.
- Experience as a Maternal and Child Health Nurse.
- Skills in assessment, triage, case management, referral and collaboration with other agencies when appropriate.
- Sensitivity to different cultural values and customs.
- Ability to work with interpreters.
- Experience with group work.
- Ability to contribute to the planning and development of the service.
- Understanding of the importance of confidentiality and requirements of the Privacy and Freedom of Information Acts.
- Understanding of the requirements of Mandatory Reporting and the Children, Youth and Families Act 2005 and City of Port Phillip Child Safe Policy (Failure to Disclose, Failure to Protect Laws 2014).
- Ability to resource and use information pertaining to relevant support services for families.
- Operate within legislative requirements of the Department of Health.
- Desirable to have Lactation Consultant qualification, nurse Immuniser accreditation, current CPR and Immunisation Emergency certificates.

Management Skills

- Ability to manage own time, plan and organise own work and resources at an advanced level.
- Skills in assessment, triage, case management, referral, and collaboration with other agencies when appropriate.
- Ability to contribute to the planning and development of the service.
- Ability to resource and use information pertaining to relevant support services for families.

Interpersonal Skills

- Well-developed interpersonal and communication skills with parents/guardians, young children, and infants.
- A non-discriminatory approach to working with people from diverse social and cultural backgrounds.
- The ability to establish and maintain positive working relationships with a variety of agencies and professionals.
- Ability to work as a flexible and effective team member.
- Ability to manage conflict.
- Ability to use initiative and problem solve.



Qualifications and Experience

- Qualification as a Registered Nurse and Registered Midwife
- Qualification in Maternal and Child Health nursing (Postgraduate Diploma or higher)

Mandatory Requirements

- Registration with AHPRA as both a nurse and a midwife
- Qualification in Maternal and Child Health nursing (Postgraduate Diploma or higher)
- Victorian Driver Licence and VicRoads Licence verification

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

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

- Qualifications in Maternal and Child Health and midwifery.
- Sound knowledge of MCH service delivery including knowledge of the Maternal and Child Health Key Ages and Stages Framework.
- Demonstrated knowledge of working with vulnerable families and providing support and knowledge of referral processes.
- Demonstrated ability to work as an effective team member and to work collaboratively within multi-disciplinary partnerships.
- A non-discriminatory approach to working with people from diverse social and cultural backgrounds.
- Excellent interpersonal, verbal and communication skills.

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.