



West Wimmera Health Service

Position Description

Position:	Maternal & Child Health Nurse
Location:	Based at Nhill, but may be required to work across all sites as mutually agreed upon.
Reporting to:	Executive Manager Community Health
Division:	Community Health
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care - *delivering care that is safe, effective and person-centred, always*

Safety – *providing a safe workplace and services free from avoidable harm*

Unity - *working well together in a great place to work*

Accountability - *doing the right thing by our stakeholders and ourselves*

Innovation – *using our imagination - if there's a better way we will find it*

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• WWHS Employees• Executive Manager Community Health• Executive Director Community Health	<ul style="list-style-type: none">• Clients - pregnant and new mothers and families• Community• Department of Education & Early Childhood Development• External agencies dealing with vulnerable families• External consultants, relevant government and non-government organisations

Position Overview:

To provide comprehensive Early Years services, comprising Pregnancy Care Clinic, Maternal & Child Health Services and Immunisations. Providing a family focus, primary health care service to maximise the health and wellbeing of children aged 0-6 years.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills.
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
3. Qualification as Registered Nurse in Victoria with additional endorsements in Midwifery and Maternal and Child Health.
4. Current annual registration practising certificate from the Australian Health Practitioner Regulation Agency (AHPRA).
5. Current Victorian Drivers Licence.
6. Immunisation history of COVID-19 vaccinations.
7. Ability to work autonomously and within multidisciplinary teams.
8. Experience and understanding of rural and regional issues impacting on individual and family wellbeing.

Desirable:

1. Highly desirable to hold accreditation as Nurse Immuniser.

Key responsibilities:

- Provide Pregnancy Care Clinics locally, including liaison with Obstetricians in continued care of the pregnant Mother.
- On receipt of birth notifications, make initial contact with families including undertaking domiciliary postnatal visits and arrange follow-up visits as necessary.
- Conduct family-centred consultations to promote and monitor health, growth, physical, emotional, social and cognitive development of pre-school children.
- Provide development assessments/health screenings on children at the appropriate key ages between 0-6 years.
- Undertake opportunistic immunisations of children aged 0-6 years as per immunisation schedule.

- Provide information and parenting support utilising relevant resources for families and facilitate access to these resources.
- Liaise with medical and early years health professionals in the care of families.
- Act as an advocate for families and children when appropriate.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Delivery of maternal and child health nursing services to families in the Hindmarsh Shire.
- Identify needs of families with young children in the community.
- Contribute to service planning and respond within program and budgetary objectives.
- Demonstrate problem-solving philosophy to assist parents/care givers in determining realistic and appropriate outcomes.
- Provide Pregnancy Care Clinic for pregnant mothers including regular liaison with General Practitioners and Obstetricians.
- Assist pregnant Mothers to book in to birthing hospital of their choice.
- Undertake domiciliary postnatal visits for Mothers residing in Hindmarsh Shire.
- Conduct family-centred consultations to promote and monitor health, growth, physical, emotional, social and cognitive development of pre-school children.
- Provide development assessments/health screenings on children at the appropriate key ages between 0-6 years.
- Undertake opportunistic immunisations of children aged 0-6 years as per immunisation schedule.
- Act as an advocate for families and children when appropriate.
- Keep confidential, individual health records for every child attending the Maternal and Child Health Service in compliance with the Health Records Act (2001).
- Participate in research programs relevant to clinical and health promotion practices to contribute to a growing body of evidence-based nursing.
- Promote the NHMRC immunisation program.
- Perform such other duties as are delegated by the Executive Director of Community Health or Executive Manager Community Health.
- Contribute to the development of Maternal and Child Health objectives, policies and implementation strategies.
- Represent Maternal and Child Health Service at meetings and on appropriate committees as requested.
- Advise, guide and support students on placement as required.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other team members, clients, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Direct Reports:

- No direct reports.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By: Executive Director Community Health	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: