

POSITION DESCRIPTION

POSITION TITLE:	Enhanced Maternal Child Health Nurse (EMCHN)
DIVISION:	City Services & Living
DEPARTMENT:	Family Youth & Children
SECTION:	Maternal Child Health
CLASSIFICATION:	MCH nurse

Summary

The Enhanced Maternal Child Health (EMCH) program is part of Victoria's Maternal and Child Health (MCH) Service and is offered to selected families as an extension of the Universal Maternal and Child Health (UMCH) program. The EMCH program offers flexible actions and interventions to families who would benefit from targeted support. The EMCH program provides an outreach service, led and primarily delivered by MCH nurses.

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

POSITION OBJECTIVES:

The key objectives of the position are:

- To respond assertively to the needs of children, caregivers, and families at risk of poor outcomes, providing a more intensive level of support in the form of targeted actions and interventions with the aim of enhancing the experience and life trajectory of children and families with additional needs or concerns.
- To respond assertively to the needs of Aboriginal and Torres Strait Islander infants, children, mothers, and families at risk of poor outcomes.
- To provide a place based outreach service, focused on achieving improved outcomes for infants, children, caregivers, and their families using a child centered, parent-led, strength-based approach.
- Responsibilities and duties set out in this position description apply to work across the wider Enhanced Maternal Child Health service including Outreach, and Aboriginal & Torres Strait Islander Engagement programs:

KEY RESPONSIBILITIES AND DUTIES:

- Respond assertively to the needs of children, caregivers and families at risk of poor outcomes.
- Provide intensive, place-based outreach service, focused on achieving improved outcomes for infants, children, and their caregivers who are experiencing a period of increased need, and who could benefit from targeted actions and interventions.
- Ensure that each child has received the recommended schedule of health monitoring activities to children from birth to 6 years at key development ages, as specified by the Department Health and Human Services (DHHS).
- Ensure early contact of vulnerable clients including working alongside existing maternity services to commence care planning for mothers during the antenatal period.
- Intervene early to address developmental or family issues before they escalate. Identify and provide additional and/or flexible services to meet the needs of families with children, from a range of cultural and social backgrounds. The activities may be in the form of additional home visits, clinic and/or telephone consultations or group sessions.
- Undertake appropriate interventions including, but not limited to:
 - provide learning, health and child development information
 - provide initial/limited counselling
 - Develop Child Family Action Plans in line with EMCH Program guidelines and work with families to identify their protective and risk factors while supporting families to achieve identified goals.
 - use accredited interpreter services when required.
 - refer to external/internal services to meet identified support needs of family.
 - identify outcomes and interventions
- Follow mandated Child Protection reporting requirements as per Maternal and Child Health Service Guidelines 2011
- Work collaboratively with the Enhanced Maternal and Child Health Aboriginal Engagement staff to enhance participation of Aboriginal and Torres Strait Islander families in MCH and early childhood services consistent with the strategic direction of Hume City Councils Reconciliation Action Plan and Enhanced Maternal and Child Health Guidelines .
- Actively engage with internal and external partners to seek opportunities to provide outreach support to children and families within a variety of settings
- Maintain accurate, confidential records of daily activities, child/family profiles and maintain other documents as required, in accordance with relevant standards and privacy requirements.
- Work within Council policies, protocols and DHHS guidelines.
- Maintain confidentiality of information at all times.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Team Leader Enhanced Maternal Child Health / Coordinator Maternal Child Health
Supervises:	Nil
Internal Contacts:	City Services & Living Staff Family Youth & Children's Services staff Maternal and Child Health Team Other Council Staff
External Contacts:	Department of Health Department of Families, Fairness and Housing Municipal Association Victoria Maternal and Child Health Regional and Statewide Services Hospital and Community Agencies Early Years Service Professionals and Services Other Professionals as required Playgroups, Preschools, Child Care Services and Australian Breastfeeding Association.

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.

	We're better, every day We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.
	We're in it together At Hume, everyone matters. We welcome and include all. Respect and safety are expected.
	We show up We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.
	All for Hume We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PRE-EMPLOYMENT MEDICAL CHECK <ul style="list-style-type: none"> The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) The incumbent must undergo a Pre-Employment Audio Test 	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PSYCHOMETRIC ASSESSMENT The incumbent must undergo a series of psychometric assessments (Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EEO and Code of Conduct.
- Displaying and promoting Our Hume Values & Guiding Behaviours
- Making decisions on the day to day operation of the Service, consistent with policies and procedures.
- Achieving performance targets as identified.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Making decisions on the day to day provision of the Service, consistent with policies and procedures.
- Basing decisions on professional knowledge and expertise
- Conferring with Coordinator/Team Leader of Maternal and Child Health on any issues relating Child Protection notification.
- Deal effectively with complex issues related to families at risk, liaising with the MCH Team Leaders or MCH Coordinator as required.
- Facilitate appropriately flexible and responsive therapeutic interventions to families based on theoretical practice in a timely manner.
- Capacity to make independent decisions that are based on specialised knowledge and assessments and adapted to a diversity of family situations.
- Application of effective problem solving and conflict resolution skills in a wide

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

variety of situations.

- Participate as part of a team in helping to establish priorities, and plan service and program development.
- Ability to make judgements on appropriate advice and referrals for families.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- This position requires detailed specialist knowledge and skills in the theoretical concepts and frameworks of working with at risk families and therefore current and relevant theoretical practices should be utilised when working with the families participating in the Enhanced MCH program.
- Knowledge of the development of the well child and deviations from the normal and relevant assessment skills.
- Knowledge of the post-natal recovery of the mother, and relevant assessment skills including knowledge of the establishment and maintaining of lactation.
- Maintain appropriate networks with specialist services to maximise service effectiveness to young people at risk including knowledge of early years health and welfare services as well as those for caregivers.
- Ability to work within the multidisciplinary Enhanced MCH Team and understanding of safety guidelines in a home visiting context.
- Extensive current knowledge and understanding of early childhood development, evidence-based theory and practice including behaviour management and an understanding of the effect of mental health and wellbeing on the family unit including issues related to Aboriginal and Torres Straight islander families. And young children or a willingness to learn same.
- Ability to work with infants, young children and families, in particular where indicators of risk are present.
- Holistic understanding of family needs/dynamics and demonstrated experience in the ability to increase parenting confidence and independence to enable positive parent-child relationships using the principles of Strength based/Family Partnership Model.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to establish priorities, plan and manage time effectively to achieve the objectives and goals of client caseload, group work and community liaison.
- Excellent time management including ability to prioritise tasks and work to deadlines.
- Ability to work unsupervised/independently and to be self-motivated and resourceful.
- Maintain focus on families' needs, while ensuring work with families stays within parameters of the position.
- Planning and organisational skills

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- This position requires the ability to liaise with and advocate for families in order to provide a range of responsive services. This includes the ability to liaise with a range of external service providers and individuals including specialist services.
- Capacity to communicate sensitively, non-judgmentally, and effectively with families, colleagues, staff of other agencies and the public.
- Ability to relate effectively to families with children through building trust and confidence in the working relationship.
- Conflict resolution skills.
- Ability to maintain confidentiality.
- Highly developed written communication skills including writing reports and maintain written records in a positive and professional manner.
- Highly developed verbal and advanced listening skills to gain cooperation and assistance from clients, other employees and internal stakeholders, external agencies / organisations, members of the public and other levels of government including funding bodies.
- Proven capacity to work collaboratively and contribute to a team, in a productive, structured, cooperative and integrated way.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Registered Nurse and Midwife with the Australian Health Practitioner Regulation Agency (AHPRA), and in addition an accredited post graduate qualification in Maternal and Child Health nursing
- Demonstrated substantial experience working with vulnerable and high-risk families.
- Extensive knowledge and understanding of family dynamics, mental health and issues affecting families.
- Demonstrated ability to establish priorities, plan and manage time effectively to achieve objectives and goals.
- Demonstrated commitment to networking and liaison with key community and welfare organisations and Government departments.
- Demonstrated intermediate computer skills, including a sound knowledge of the Microsoft Office suite of products.
- Maintain a valid Police and Working with Children's Checks.
- Current Victorian Drivers Licence and access to reliable vehicle.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
	Author: Manager People & Culture	Review Date: July 2026

TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Washing hands with soap (hygiene)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Registered Nurse and Midwife with the Australian Health Practitioner Regulation Agency (AHPRA), and in addition an accredited post graduate qualification in Maternal and Child Health nursing
2. Experience within the Universal MCH Service with a level of expertise and experience to meet the needs of vulnerable clients and families.
3. Demonstrated ability to respond assertively to the needs of children, caregivers and families at risk of poor outcomes and to provide a more intensive level of support to those with additional needs, using a strength based approach.
4. Demonstrated knowledge, understanding and practical application of a range of child development and learning strategies.
5. Demonstrated ability to respond appropriately to the needs of families, unbiased by personal beliefs and values.
6. Strong communication skills and ability to communicate with a wide variety of people from diverse backgrounds and cultures.
7. Demonstrated knowledge and experience of working with The Orange Door and Child Protection.
8. Current Driver's Licence.
9. Current Police Check and Working with Children Checks (at initial employment)

Desirable

10. Knowledge of a community language would be an advantage
11. Familiar with Child Development Information System (CDIS) software.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 10 of 9	Approved By: Manager People & Culture	Approval Date: July 2025
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