Melton City Council

Maternal and Child Health Nurse – Sleep Settling Program

Position Description

PD: 00300

A vibrant, safe and liveable
City accessible to all

CITY OF MELTON

1. Position details

Position Title	Maternal and Child Health Nurse – Sleep Settling Program
Directorate	City Life
Business Unit	Maternal and Child Health
Position Classification	Maternal and Child Heath Nurse
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Team Leader, Maternal and Child Health Programs
Supervises	Maternal and Child Health Students
Internal liaisons	• Maternal and Child Health Team • Families and Children Services • Relevant Council Departments
External liaisons	• Department of Health • Municipal Association of Victoria • Allied Health Professionals • Relevant Service Providers

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Deliver an evidence-informed Sleep Settling model of care.
- Provide Sleep Settling outreach consultations to support vulnerable families.

5. Key responsibility areas

- Deliver the Maternal and Child Health Sleep Settling Program in accordance with the Department of Health and Human Services (DHHS) guidelines and policies.
- Promote children's physical, social, emotional and cognitive development through planned interventions, parent education information sessions, outreach consultations and individual and group discussion.
- Ensure compliance with Documentation Standards for Maternal and Child Health.
- Collect and collate data as per Department of Health and Human Services Sleep Settling program guidelines.
- Advocate for parents, the community and the service as appropriate and within Councils policy framework.
- Maintain professional expertise and adhere to relevant regulatory standards.
- Liaise with external agencies for appropriate referrals.

6. Accountability and extent of authority

- Deliver a high-quality Sleep Settling program to families aligned with the Department of Health and Human Services (DHHS) and Municipal Association of Victoria (MAV) guidelines and standards.
- Practice in accordance with the Australian Health Practitioner Regulation Agency (AHPRA) professional codes, guidelines and standards as a Registered Nurse and Midwife.
- Identify and report suspected child abuse in accordance with legislative requirements.
- Ensure the supervisor is aware of any potential risks within the Maternal and Child Health Service.
- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Operate within the individual scope of practice as a Maternal and Child Health Nurse in accordance with the professional codes, guidelines and standards that apply to nurses and midwives registered with AHPRA.
- Make informed decisions regarding on the day-to-day operation of the centre.
- Contribute to and adhere to team-based decision making processes.

8. Specialist skills and knowledge

- Expertise in child health and development, understanding of family dynamics, including factors contributing to child and family vulnerability.
- Strong understanding of preventative health measures.
- Experience in the delivery of group programs to diverse families including CALD, same-sex , Aboriginal and Torres Strait Islander backgrounds, and families with disability, premature or unwell babies.
- An understanding of infant life and the issues and concerns regarding sleep & settling for new parents.
- Demonstrated proficiency in accurate, objective and concise documentation.

9. Management skills

- Work independently and collaboratively within a team.
- Negotiate and advocate on behalf of families.
- Strong organisational and time management skills to ensure timely administration and documentation.
- Manage own workload, set priorities, plan, organise and be flexible and responsive to changing work priorities.

10. Interpersonal skills

- Highly developed interpersonal and communication skills for engaging with diverse range of families, communities, professionals and colleagues.
- Work positively and actively as a team member and to contribute to the planning and development of the service.

11. Qualifications and experience

- Current registration with AHPRA as a Registered Nurse (Division 1) and Midwife, and able to satisfy the requirements to work as a Maternal and Child Health Nurse in Victoria.
- Demonstrated experience working as a Registered Nurse or Midwife.
- Current valid Victorian Working with Children's Check.
- Experience with the use of CDIS IT program or a willingness to learn.
- Must have a current valid Victorian Drivers licence. Nurses are required to have their own private motor vehicle in order to carry out their role as a Maternal and Child Health nurse. A travel allowance will be applied in accordance with the Melton City Council Enterprise Agreement.

12. Key Selection Criteria

1. Ability to deliver a high quality Maternal and Child Health Sleep Settling Program to families that is consistent with the guidelines and standards set out by the Department of Health and Human Services (DHHS) and the Municipal Association of Victoria (MAV).
2. Ability to identify and report, in consultation with a supervisor, children at risk of harm in accordance with legislative requirements.
3. Ability to contribute to and adhere to team-based decision making.
4. Strong interpersonal skills and ability to identify deviations from normal child development and implement early intervention.

5. Well-developed communication skills to effectively engage with diverse families, communities, and professionals.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Maternal and Child Health	February 2025	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date