

POSITION TITLE:	CHILD AND FAMILY HEALTH NURSE (Universal and Enhanced)
AWARD CLASSIFICATION:	Nurses (ANF-Victorian Local Government) Award 2002 & PSC EBA 2023
BAND:	Level 2/3
DEPARTMENT:	Community Wellbeing and Partnerships
LOCATION:	Multiple locations across the municipality
INCUMBENT:	
TERM OF TENURE:	Casual
START DATE:	TBC
APPROVED DATE:	
REVIEWED DATE:	July 2026
PREPARED BY:	Manager Community Wellbeing and Partnerships

COUNCIL VISION: We put our Pyrenees communities at the centre of all decision-making. Through our focus on wellbeing, community connections and supporting all life stages, we aim to create vibrant, resilient, inclusive communities where visitors and residents want to live, invest and thrive. Our Vision is for a vibrant shire where economic growth and innovation go hand in hand with supporting key industry sectors, the natural environment and small town sustainability.

VALUES: Our leadership values are:
Community Centred In everything we do, we consider the benefit and impact to our community

Accountable We take ownership of our actions and deliver on our commitments.

Responsive We respond promptly and respectfully to our community.

The Pyrenees Shire Council is an equal opportunity employer

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Early Years
Supervises:	Nil
Internal Liaison:	Child & Family Health Nurse Supported Playgroup Facilitator Community Wellbeing and Partnerships Team Members Environmental Health Officer Council Officers as required
External Liaison:	Medical Practitioners Hospital and other specialist health services Allied Health Services Department of Health General Public Suppliers

1. POSITION OVERVIEW:

This casual Child and Family Health Nurse position provides high-quality, evidence-based maternal and child health services to families with children from birth to school age in accordance with the Victorian Maternal and Child Health Service Guidelines.

Working as part of a multidisciplinary team, the position supports the health, wellbeing and development of children while empowering parents and carers through health promotion, education, early intervention and referral to appropriate support services. The role contributes to positive health outcomes for families across the municipality through the delivery of universal and enhanced Maternal and Child Health services.

2. POSITION KEY SELECTION CRITERIA

2.1 Essential

1. Registered Nurse & Midwife qualifications that is current with AHPRA with additional educational qualifications equivalent to Certificate/Diploma/Degree in Child, Family & Community Health Nursing
2. Immunisation Qualifications including current Immunisation Provider Certificate
3. Demonstrated experience in the delivery of Child and Family health Services
4. Strong communication and interpersonal skills
5. Flexibility to work across different locations and adapt to varying service needs.
6. Understanding of issues for families living in rural and isolated areas.
7. Excellent time management and priority setting skills

2.2 Desirable or highly regarded

8. Knowledge of regional and local services for children and families

3. KEY RESPONSIBILITIES AND DUTIES:

3.1 Position Responsibilities

3.1.1 Clinical Service Delivery

- a) Conduct Child & Family health consultations in accordance with the Victorian Universal Maternal and Child Health Service Guidelines;
- b) Using evidence based practice, complete child and developmental assessments across ten universal key ages and stages from birth to 3.5 years;
- c) Assess child growth, nutrition and developmental milestones;
- d) Provide breastfeeding, infant feeding, nutrition, sleep and settling, child behaviour, safety and injury prevention, oral health, growth and development and parenting assessment and support;
- e) Undertake psychosocial assessments of parents and families;
- f) Screen for maternal mental health concerns and facilitate referral where appropriate;
- g) Support culturally safe, inclusive and equitable service delivery;
- h) Maintain electronic clinical records and documentation;
- i) Refer families to specialist health, community and support services as required;
- j) Participate in multidisciplinary case meetings as required;
- k) Deliver group education session for parents;
- l) Support and provide childhood immunisation program;
- m) Respond to child safety concerns in accordance with mandatory reporting obligations;
- n) Maintain infection prevention and control standards;
- o) Support vulnerable families including those requiring additional support and refer to the Enhanced Maternal and Child health program if required.

3.1.2 Corporate Accountability, Responsibility and Compliance

- a) Comply with Council policies and procedures that are relevant to the position, including compliance with legislative obligations and behavioural expectations relating to equality, non-discrimination, anti-bullying, privacy and Council's Codes of Conduct.
- b) Efficient and effective utilisation of Council's resources, including the reporting of property damage, theft or other losses immediately.
- c) All staff shall create full and accurate records of work related decisions and activities, and save these records into the corporate electronic document management system in accordance with Council's Records Management Policy.
- d) In the event that the Municipal Emergency Management Plan is enacted, employees may be called upon to assist with emergency related functions under the Emergency Management Act 2013, including the provision of emergency response, relief and recovery services to the community.

3.2 Child Safe Standards

- a) Pyrenees Shire Council is committed to providing an environment that protects the safety and wellbeing of children and young people; where children and young people are respected, listened to, valued, and encouraged to reach their full potential.
- b) All staff must adhere to Council's Child Safety & Wellbeing Policy and Framework and ensure that any reasonable suspicion of abuse or serious neglect to children or young people is reported.

3.3 Risk Management and Health Safety & Wellbeing

All employees must:

- a) Take reasonable care for their own health, safety, and wellbeing; and for the health, safety, and

wellbeing of anyone else who may be affected by their acts or omissions in the workplace.

- b) Cooperate and abide with all safe working procedures developed by the Pyrenees Shire Council and any other action taken by Council to comply with relevant occupational health & safety legislation or regulation.
- c) Actively participate in the identification and documentation of workplace hazards, and the development of safe working procedures.
- d) Actively encourage other employees to work safely.
- e) Ensure Council's risk management and OHS policies and procedures are observed and complied with at a personal level.
- f) Understand, apply, and encourage others to observe Council's risk management and OHS policies and related procedures.
- g) Ensure the physical security of all property, equipment, and buildings within your area of control or influence.
- h) Report any incident resulting in personal injury immediately.
- i) Actively reduce Council's risk exposure by reporting any issue that may result in an insurance claim (or lead to potential future injury or loss) including incidents, security issues, and all safety hazards and near misses

4. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- a) Responsible for the provision of Child & Family Health services within Council and Department of health program standards and guidelines and accepted nursing practice standards
- b) Responsible for assisting in the delivery of Immunisation program to children
- c) Adhere to Occupational Health & Safety requirements
- d) Maintain confidential client records
- e) On request, meet the administrative and reporting requirements of Pyrenees Shire Council and Department of health
- f) Authorised to drive council vehicles
- g) Respond to child abuse/neglect situations and report to appropriate state authority

5. JUDGEMENT AND DECISION MAKING

- a) Exercises a high level of professional judgement and autonomous clinical decision making within scope of practice and in accordance with relevant legislation, professional standards, organisational policies and evidence-based guidelines
- b) Managing competing clinical priorities and workload effectively while ensuring safe, high quality, family-centred care
- c) Collaborating with multidisciplinary teams/specialist and community services to coordinate care
- d) Making informed decisions regarding child safety and well-being, including responding to concerns about abuse, neglect, family violence in accordance with mandatory reporting obligations.

6. INTERPERSONAL SKILLS

- a) Ability to communicate effectively and provide appropriate advice and support to families with young children
- b) Ability to convey concerns in an objective, client focused and professional manner

- c) Ability to communicate and liaise effectively with other health professionals and council staff

7. MANAGEMENT SKILLS

- a) Ability to work unsupervised
- b) To have effective time management, priority setting and organisational skills
- c) Ability to maintain accurate client records
- d) Ability to achieve objectives within timelines and policy framework.

8. SPECIALIST KNOWLEDGE AND SKILLS

- a) Comprehensive knowledge of infant and child growth, development and developmental surveillance from birth to school age.
- b) Advanced clinical assessment skills including psychosocial development for infants, children and families
- c) Sound knowledge of maternal health, infant feeding, breastfeeding support, nutrition, sleep and settling, child behaviour, parenting and early childhood development
- d) Ability to identify risk and protective factors affecting child and family well being including family violence, child abuse and neglect, parental mental health concerns, substance use and social determinants of health.
- e) Knowledge of child protection legislation, mandatory reporting requirements and safeguarding practices
- f) Well-developed health promotion and education skills

9. QUALIFICATIONS AND EXPERIENCE

- a) Educational qualifications equivalent to Certificate or Diploma/Degree to practice as a Child & Family Health nurse in the state of Victoria
- b) Current registration as a Registered Nurse and Midwife with Australian Health Practitioner Regulatory Agency (AHPRA)
- c) Current Immunisation Provider Certificate
- d) Demonstrated experience in the delivery of Child & Family Health services
- e) Current Working with Children check, Police check and Driver's licence

10. REQUIRED COMPETENCIES

The Pyrenees Shire Council's Capabilities Framework defines the core skills and abilities of the position in the organisation to achieve excellence and success, and to deliver its Council Plan and strategic priorities:

LEVEL 1 – ALL STAFF		
Competencies	Expectations	Behaviours
Live PSC's Mission, Vision and Values	Be reflective and connect the purpose and practice of your work to the work of PSC. Link everything you do to the PSC's Mission, Vision and Values.	- Understand, articulate and give expression to PSC's Mission, Vision and Values to others. - Take pride in being trustworthy. - Represent PSC's highest standards through respectful and ethical expression of the Council's Mission and the shaping of a hope-filled future. - Deal with others in an open, honest and respectful manner that fosters trust.
Apply commercial acumen	Take action and complete tasks in compliance with your delegation of authority. Understand the context in which you carry out your day-to-day work and the contribution you make to the broader organisation.	- Show understanding of how resources (time, materials, staffing, etc) link to outcomes. Work to achieve budget or control costs. - Establish methods for staying in tune with industry trends. - Understand the wider environment in which PSC operates by keeping up-to date with new developments. - Be aware of the commercial aspects of PSC; including stakeholders, services and funding that contribute to the financial sustainability of PSC.
Adapt to and lead change	Understand that PSC needs to make changes and maintain effectiveness when experiencing change.	- Think positively and remain open-minded even when faced with obstacles. - Be resilient and flexible in approach to work. - Think creatively when implementing change initiatives in the context of your work. - Listen to the changes proposed, provide feedback and contribute to new solutions.
Deliver stakeholder centric service	Carry out personal actions and tasks with a stakeholder focus and community outcomes in mind.	- Respond to requests for service in a timely and thorough manner. - Do what is appropriate to ensure stakeholder expectations are met. - Prioritise stakeholder needs. - Follow up to evaluate stakeholder satisfaction.
Collaborate effectively	Cooperate and collaborate with others to achieve individual and team goals	- Demonstrate high levels of personal engagement and inclusiveness amongst peers. - Be visible and accessible to colleagues; communicate openly and widely to share information and knowledge. - Be a team player; share information and see the benefits of working as a team. - Keep others informed and up to date about what is happening.

Communicate with impact	Communicate clearly based on facts and logic; listen and respond appropriately to others.	• Provide accurate and timely information in the right amounts to others to support their work. • Convey facts, concepts and technical information clearly and concisely, using terms that most people can understand. • Pay attention and listen to others, taking time to build rapport. • Demonstrate respect for others and how they are feeling.
Coach and develop	Take responsibility for one's own personal growth and skill development and actively seek out opportunities for learning and self-improvement.	• Be personally committed to and actively work to continuously improve yourself. • Understand that different situations and levels may call for different skills and approaches. • Work to deploy strengths and compensate for weaknesses and limitations. • Seek out opportunities for personal growth and development.
Be responsible and accountable for achieving excellence	Be Mission-aligned and responsible for delivering results through self-examination, perseverance, adhering to regulatory obligations and applying policies and procedures that inform the legal and risk responsibilities of one's role.	• Maintain the practice of self-reflection and renewal; examining and nourishing self upon the core values of the Mission, Vision and Values of PSC. • Be accountable to identify and connect legal and risk responsibilities back to your role and know where to find the relevant policies and procedures, particularly the PSC Code of Conduct. • Fulfil all commitments made to peers, co-workers, supervisors and customers; take personal responsibility and accountability of your work and seeing efforts through to completion. Be honest about mistakes. • Persist with assigned roles and tasks until completion, while seeking support when required.
Know PSC work processes and systems	Confidently use PSC's processes and systems to efficiently carry out day-to-day work.	• Demonstrate use of core office applications and other technologies in use in your field of work; ensure the accuracy of data entry and output in support of accurate and timely reporting. • Use computer, telecommunications and audio-visual equipment or other technologies used by the organisation in relation to your work. • Accept responsibility for own performance to deliver work activities on time and to the required standard in agreement with your nominated supervisor. • Understand the steps in workflow to achieve outcomes that appropriately utilise available systems and procedures.
Make informed decisions	Identify and utilise key data and information available within PSC to make informed decisions.	• Demonstrate a sound understanding of PSC (business) functions, terminology and processes. • Have knowledge and awareness of relevant information sources to aid research and analysis. • Be bold and express your opinion that is based on fact in order to aid team decisions and discussions. • Employ a methodical and logical approach when analysing information to make informed conclusions and decisions that are based on fact.

11.AUTHORISATION

The following signatures are required to indicate understanding, agreement, and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in collaboration with the employee.

Employee signature: _____

Employee name: _____

Date: _____

Supervisor
signature: _____

Supervisor name: _____

Date: _____

*Manager Community
Wellbeing and Partnerships*

CEO signature: _____

Douglas Gowans

Date: _____

Manager People &
Culture signature: _____

Norman Prueter

Date: _____