



## POSITION DESCRIPTION

<b>Position Title:</b>	Child and Family Health Nurse
<b>Department:</b>	Postnatal Services
<b>Date:</b>	September 2022
<b>Reporting To:</b>	Postnatal Services Manager
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	Allied health professionals, health professionals, ECEC staff, Family Day Care staff, business services staff.
<b>External Liaisons:</b>	Families, Community Organisations, Community, Councils, Schools, NGO's, Family and Community Services, Hospitals, local area health services, Indigenous workers organisations and communities, local religious communities.

### Company Overview

The Infants' Home Child and Family Services is a leading provider of high quality early childhood education and care, allied health and early intervention services for children and families. For almost 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future. As one of Australia's most established charitable organisations, The Infants' Home is embarking on an exciting new phase as we head towards our 150<sup>th</sup> year in 2024.

### Purpose/Key Objectives

For over 35 years The Infants' Home Post-Natal Support Program has provided Child and Family Health services for families with infants and children aged from birth to 5 years. The Program includes parent education to families, and community post-natal home visits, with a particular focus on parents and babies experiencing vulnerabilities, refugee and immigrant communities, young children with physical and mental disabilities, and those who may be experiencing post-natal depression and other mental health issues.

The Child and Family Health Nurse supports the Post-Natal Support Program by providing diverse individual services that meet the needs of each family. This includes, but not limited to, early intervention to mitigate the social, emotional and psychological risk factors linked with women experiencing complex lives due to vulnerability or disadvantage. The program is designed to help new parents and carers to:

- Address post-natal depression and other mental health concerns;
- Learn how to comfort and settle their newborn, infant, toddler and child to 5 years old;
- Understand their baby's feeding and sleeping needs;
- Develop skills in reading their baby's cues and temperaments;
- Understand their baby's developmental needs;
- Gain confidence in their parenting and caring skills;
- Understand the importance of secure attachment principles;

- Connect with and access services in the community, so as to reduce social isolation.

## **Responsibilities:**

### **1. Key Responsibilities**

- To undertake home visits across Sydney which provide:
  - Lactation support
  - Sleep and settling advice
  - Support around feeding and introducing solids
  - Parental wellbeing and mental health screening
  - Advice on understanding your baby
  - Connecting to services and the community
  - Referrals to other organisations and allied health
  - Strengthening parent-child interactions
- To provide telephone/online advice to families about post-natal health issues.
- To network and collaborate with external agencies working in the area of child and maternal health, including referring agencies.
- To provide further information and referrals to additional family and parenting support, including specialist and allied health services.
- To ensure activities comply with The Infants' Home Policies and Procedures, and relevant legislation related to Child Protection, Work Health and Safety, Code of Professional Ethics, and Duty of Care.
- To assist with relevant funding applications and acquittals through the recording of monthly statistical data.
- To work with colleagues in a spirit of cooperation to maintain and continuously improve the standard of the service.
- To contribute to the overall work of The Infants' Home.
- To undertake other duties consistent with these responsibilities as specified by the Postnatal Services Manager and/or the CEO.

### **2. Compliance and Organisational Requirements**

Ensure activities within the area of responsibility comply with:

- Conditions under AHPRA (Australian Health Practitioner Regulation Authority) guidelines
- Nursing and Midwifery Board Code of Conduct
- Work Health and Safety legislation
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goal

### **3. Risk Management**

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

#### 4. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Postnatal Services Manager and/or the CEO.
  - Participate in research as required
  - Assist in supporting student placement programs as required
- 

#### Essential Requirements

- Current registration with AHPRA (Australian Health Practitioner Regulation Authority)
- Child and Family Health qualification – Graduate Certificate minimum; and (preferred) mental health experience.
- Current unrestricted NSW driver's licence and use of own car.

#### Selection Criteria

- Experience working with young children, mothers and families; especially high needs clients and families experiencing vulnerabilities or disadvantage.
- Highly developed and specialised skills in assessment of health and development of children birth to 5 years.
- Well-developed understanding and current knowledge of the needs of children birth to 5 years and their families, relevant information and parenting information and resources available.
- Demonstrated ability to provide safe and compassionate quality care that is culturally responsive.
- Comprehensive knowledge of women's health issues and in particular, post-natal depression and ability to use Edinburgh Post Natal Depression scale.
- Well-developed interpersonal and communication skills, demonstrated ability to liaise with a wide range of individuals and community groups.
- Effectively managing time to ensure the needs of clients and their families or carers are met.
- Ability to prioritise, plan, organise and manage service delivery to most effectively meet client needs, including: home visits, phone calls, assertive outreach for high need families, community liaison, administrative tasks and documentation.
- Proficiency in the use of computers, Word, Excel, internet and email.
- Ability to work independently and as part of a team.

Please note, all employees at The Infants' Home are required to have unrestricted working rights in Australia, a valid NSW Working with Children Check and up-to-date COVID-19 vaccinations.

---

I have read and agree to undertake the duties as outlined in this document:

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date