



POSITION DESCRIPTION

Position Title:	Child and Family Health Nurse
Department:	Postnatal Services
Date:	April 2025
Reporting To:	Postnatal Services Manager
Direct Reports:	Nil
Internal Liaisons:	All staff
External Liaisons:	Families, Community Organisations, Community, Councils, Schools, Family and Community Services, Hospitals and local health services, Aboriginal child and family services, multicultural and new migrant communities.

Company Overview

The Infants' Home Child and Family Services is an integrated child and family hub, providing high-quality early childhood education and care, allied health and early intervention services for children and families. For 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

Purpose/Objectives

Our postnatal service, known as Sydney Hope Family Cottage, provides a comprehensive range of health and wellbeing supports tailored to the individual needs of families with newborns through to children aged five. Support is delivered through home visits and telehealth or face-to-face consultations across the Canada Bay, Canterbury-Bankstown, Inner West, City of Sydney and Strathfield LGAs. Our Child and Family Health Nurses assist families with the transition to parenting, understanding their infant or child's needs and behaviours, and navigating key areas such as lactation, feeding, introducing solids, sleep, settling (using the Responsive Settling approach), and parental wellbeing. Our Nurses also help families access a wider network of community-based child, health, and family services.

Responsibilities

1. Postnatal Services

- Undertake home visits across Sydney to provide:
 - Assessment and screening of infants and children up to age five in their home environment.
 - Support with feeding (including formula, breastfeeding, and complementary feeding), sleep and settling strategies, and demonstrations of these techniques, as well as play-based support.
 - Guidance to strengthen parent-child interactions.
 - Health and development checks to assess and monitor the child's growth and development.
 - Support and education for parents and carers on postnatal issues, including depression and mental health.
- Deliver telehealth support to families, providing advice on postnatal health and wellbeing.
- Offer information and referrals to additional parenting and family support services, including specialist and allied health providers.
- Assist with data entry and recording of home visits and related activities to meet funding and reporting requirements.
- Participate in other programs offered by The Infants' Home in alignment with your skills, qualifications and relevant funding requirements.

2. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with legislation, including but is not limited to:

- National law and regulations
- Work Health and Safety legislation
- Nursing and Midwifery Board of Australia (NMBA) Professional Standards
- Early Years Learning Framework
- Child Protection Legislation
- The Infants' Home vision, mission, policies, procedures and strategic goals
- Legislation (federal, state and territory laws)
- Industrial instruments
- Common law
- NSW Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Privacy Law
- Long Service Leave Act 1955

3. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation, and standards.
- Be involved in regular performance appraisals, self-reflection, and individual training plans.
- Work within The Infants' Home integration model.
- Attend and participate in meetings, events, and information sessions.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery, and diversity.

4. 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 Work Health and Safety requirements are met.
- Identify risks and report them in a timely manner.

5. 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 Chief Executive Officer.
- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

Essential Criteria

- Current Australian Health Practitioner Regulation Agency (AHPRA) registration as a Registered Nurse and/or Midwife.
- Graduate Certificate (or higher) in Child and Family Health, mental health experience is desirable.
- Current unrestricted NSW driver's licence and access to a self-insured vehicle, with a willingness and capacity to travel regularly for home visits.
- Experience working with young children, mothers, and families, including those with high needs or experiencing vulnerability or disadvantage.
- Advanced skills in assessing the physical, emotional, and social needs of children and their families
- Sound knowledge of the developmental needs of children from birth to five years, and awareness of current parenting resources and support strategies.
- Strong understanding of Responsive Settling philosophy and practices, with the ability to model and apply these in practice.
- Proven ability to deliver safe, compassionate, and culturally responsive care.
- Comprehensive knowledge of women's health issues, including postnatal depression, and ability to administer and interpret the Edinburgh Postnatal Depression Scale (EPDS).

- Well-developed interpersonal and communication skills, with the ability to engage effectively with individuals, families, and a range of community stakeholders.
- Strong time management skills to ensure timely and effective support for clients and their families or carers.
- Ability to prioritise, plan, and manage service delivery to meet client needs across home visits, phone consultations, outreach, community engagement, and documentation.
- Proficient in using Microsoft Office applications, including Outlook, Teams, SharePoint.
- Demonstrated ability to work independently and collaboratively as part of a team.
- Evidence of recency of practice in nursing or midwifery.

Please note, all employees at The Infants' Home are required to have valid working rights in Australia, and a current NSW Working with Children Check.

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

Name

Signature

Date