



the infants' home
CHILD & FAMILY SERVICES

POSITION DESCRIPTION

Position Title	Child and Family Health Nurse
Department	Allied Health
Date	August 2026
Reporting To	Head of Therapy and Community Programs
Internal Liaisons	All staff
External Liaisons	Families, community organisations, councils, schools, NGOs, Family and Community Services, hospitals, local area health services, Indigenous worker organisations and communities, and local culturally and linguistically diverse (CALD) communities

About The Infants' Home

The Infants' Home Child and Family Services is a provider of integrated early childhood education and care, family day care, early intervention and allied health services for children and families. For over 150 years, the organisation has championed the rights of children, women and families, and supported those living with vulnerabilities or additional needs to build their strength, skills and confidence and create a more positive future. Today The Infants' Home delivers integrated services across Sydney, from its centres in Ashfield to family day care across the greater Sydney region. The Infants' Home is a Child Safe organisation. Every child has the right to be safe, feel safe and be heard. We have zero tolerance for child abuse and protect children from harm in every part of our work.

Purpose of the role

The Child and Family Health Nurse plays a pivotal role within The Infants' Home's allied health team. The role contributes clinical expertise, collaboration and capacity building to support children and families across Children's Services, the Early Intervention and Wellbeing Hub (the Hub) and Community Programs. This position co-designs and delivers high-quality discipline-specific and transdisciplinary early intervention services, which include:

- coaching and mentoring early childhood educators
- staff in-service and training
- information, advice and referral for families
- family capacity building
- impact reporting

A key part of this role is coordinating The Infants' Home's Early Years Parenting Support Program, which provides child and maternal health services for families with infants and children up to age five. The program includes family capacity building; information, advice and referral; and parent education. It has a particular focus on mothers and babies experiencing vulnerability, refugee and immigrant communities, young children with disabilities and parents who may be predisposed to postnatal depression or other mental health issues. While based on site in Ashfield, the role is visible in the community and may include home visiting, community outreach and engagement.

Responsibilities

1. Early Years Parenting Support Program

- Coordinate the day-to-day activities of the Early Years Parenting Support Program.
- Provide information, advice and referral that support families to:
 - learn how to comfort and settle their baby

- understand their baby's feeding and sleeping needs
- develop skills in reading their baby's cues and temperament
- understand their baby's developmental needs
- gain confidence in their parenting and caring skills
- understand the importance of secure attachment
- identify postnatal depression and other mental health concerns
- connect with and access community services to reduce social isolation
- Provide further information and referrals to family and parenting support, including specialist and allied health services.
- Undertake home visits to clients where required.
- Maintain regular on-site clinic hours to allow a drop-in service for local families.
- Network and collaborate with external agencies working in child and maternal health, including referring agencies.
- Provide advice to management on trends, themes and issues.
- Provide regular drop-in support to on-site playgroups.
- Meet or exceed funding agreement targets for client information, advice and referral and family capacity building.

2. Integrated Practice and Response to Intervention (RTI)

- Collaborate with the Head of Therapy and Community Programs, Head of Children's Services, Centre Directors, Senior Therapists and the Child and Family Practitioner to plan, monitor, evaluate and enhance RTI offerings.
- Coach and build the capacity of staff working directly with children and families to embed best practice in early intervention.
- Support the delivery of high-quality early learning programs by providing advice on infant care, child health and wellbeing, and development.
- Support the development of Individual Family Support Plans (IFSPs) in partnership with families and integrated team staff.
- Maintain awareness of activities and offerings across services.

3. Community Engagement

- Build and maintain positive relationships with families, community partners and referring agencies.
- Collaborate with internal teams and external stakeholders to achieve positive outcomes for children and families.
- Represent the organisation in professional networks, sector forums and university partnerships, including student placements, supporting volunteers and research.
- Attend community playgroups regularly to interact with families and provide information, advice and referral services.
- Attend parent, community and staff meetings or events offered by The Infants' Home or third parties, to promote service visibility and engagement.
- Participate in parent information sessions and facilitate the delivery of parenting programs as appropriate.

4. Quality, Compliance and Evaluation

- Maintain accurate, up-to-date documentation for all children and families, in line with organisational and sector standards.
- Contribute to service evaluation, outcome measurement, internal audits and quality improvement.
- Assist with the development of policies, procedures and funding applications or acquittals as required.
- Collect, enter and analyse data to demonstrate the impact of service delivery and meet program funding requirements.

Compliance

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

- national law and regulations
- work health and safety legislation
- National Quality Standards (NQS)
- Early Years Learning Framework (EYLF)
- Child Safe Standards
- registration and maintenance requirements of the Nursing and Midwifery Board of Australia
- National Disability Insurance Scheme (NDIS) practice guidelines and Code of Conduct
- child protection legislation
- federal, state and territory laws
- Best Practice in Early Childhood Intervention Guidelines
- industrial instruments
- common law
- privacy law
- the vision, mission, policies, procedures and strategic goals of The Infants' Home

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.

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.

General

- Comply with organisational policies, relevant legislation, privacy requirements, child-safe standards and work health and safety obligations.
- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Head of Therapy and Community Programs 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

- Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA), with additional qualifications preferably in maternal and child health nursing or registered midwifery.
- Completion of all required National Child Safety Training modules in Geccko.
- advanced skills in assessing the health and development of children under five, particularly infants aged 0 to 18 months, underpinned by current best practice knowledge of early childhood development, wellbeing, family-centred practice and early intervention.

- experience working with young children, mothers and families, particularly those with high needs, vulnerability, disadvantage or trauma histories, including knowledge and experience of trauma-responsive practice.
- strong knowledge of women's health, particularly postnatal depression, and the ability to use the Edinburgh Postnatal Depression Scale.
- well-developed interpersonal and communication skills, with a demonstrated ability to engage with diverse individuals and community groups, including culturally and linguistically diverse families and Aboriginal and Torres Strait Islander children and families.
- ability to prioritise, plan, organise and manage service delivery within available timeframes to meet client needs, including home visits, phone calls, assertive outreach, community liaison, administration and record keeping, supported by proficiency in Microsoft Office 365, practice management software and databases.
- demonstrated ability to support quality service delivery and the achievement of key performance indicators (KPIs), including service administration requirements.
- ability to work independently and collaboratively as part of a team, with the capacity to critically reflect on practice and consider alternative approaches.
- experience working within an interdisciplinary or transdisciplinary service delivery model.
- knowledge and understanding of child protection legislation and related issues.
- demonstrated commitment to evidence-based practice and ongoing professional development.
- current unrestricted NSW Class C driver licence and access to an insured vehicle

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