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| Title: | Early Parenting Practitioner |
| Location: | Queen Elizabeth Centre, 53 Thomas Street, Noble Park |
| Reports to: | Associate Nurse Unit Manager |
| Classification: | IB60 – IB65 |
| Our Vision | QEC's vision is for our children to get the best start in life. |
| QEC Values: | Respect: We respect the feelings and beliefs of others Teamwork: We listen to, acknowledge and accept others in our team Integrity: We approach others with fairness, honesty and openness Excellence: We strive for excellence and quality in everything we do Resilience: We are positive in our approach to all challenges |

INTRODUCTION

Formed in 1917, QEC is a 42 bed public hospital and community service organisation that provides a range of programs designed to develop parenting competence. QEC is Victoria's largest provider of residential and community parenting services to families. QEC delivers a variety of different programs to more than 3,500 families annually directly and in partnership with a variety of government and NFP partners across Metropolitan and regional Victoria. QEC promotes the safety, wellbeing and inclusion of all children.

With locations across Victoria including Noble Park, Wodonga, Preston, Dandenong, Carrum Downs and Morwell, QEC employs approximately 130 staff including maternal and child health nurses, medical staff, midwives, psychologists, social workers and mothercraft nurses/early childhood workers.

Many families face physical, psychological, intellectual or environmental challenges that compromise their ability to nurture and support the health, safety and wellbeing of their young children. Programs at QEC are research informed, evidence based and individually tailored to meet the unique needs of each family. These services enable families to nurture and protect their children, to enhance family health and development.

POSITION SUMMARY

Location

The position is based at QEC, Noble Park. The role may be required to work at other sites to meet operational service requirements.

Details

Agreement Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers)
Enterprise Agreement 2016-2020

Reporting Relationship:

Reports to: Associate Nurse Unit Manager

Internal liaisons: QEC staff

External liaisons: Partner agencies
Department of Health and Human Services
External Health Professionals

Role Profile

As part of the Residential team and working in partnership with families, the Early Parenting Practitioner (EPP) will provide specialised support, care and education to families experiencing difficulties adjusting to parenthood or managing their relationship with and the care of their infants or young children. This position is based at QEC's Residential Unit at Noble Park and works across all programs.

Program Area 1

Residential Parenting Assessment and Skill Development Service (PASDS)

This is an intensive skills development and parenting assessment program for families with children aged from birth until turning 4 years old, referred by Department of Health and Human Services (DHHS – Child Protection). The program is delivered within a set framework for a 10 day duration. An ANUM is rostered to cover each shift to support the full 10 day program, including some weekend shifts.

Program Area 2

The Residential Program offers an intensive style of support and care for families who are experiencing complex difficulties with their young children aged from birth until turning 4 years old. The residential stay is on average 5 days, and families are provided with practical support, education and advice whilst staying at QEC. An ANUM is rostered to cover each shift to support the full 5 day program.

Program Area 3

Day Stay, Play Steps, Assessment and Intake, Admission and Discharge

The Day Stay program offers families with young children aged from birth until turning 4 years old, support and education to deal with a range of parenting issues, offered once a week.

POSITION RESPONSIBILITY

Key Accountabilities

- Carry out practice in accordance with code of ethics, professional standards and legislation by maintaining current knowledge and competence within the scope of the position.
- Compliance with mandated requirements ensuring child safety and wellbeing at all times.
- Promotes nursing care that upholds the rights of the clients in relation to privacy and confidentiality.
- Provide safe, quality and clinically effective child and family health nursing in partnership with families.
- Demonstrate a knowledge of evidence-based practice that informs QEC's Model of Care and practice framework.
- Identify and manage actual or potential risks to children according to QEC Policy and Procedures and legislative requirements.
- Ensure the safety of clients/families, staff and visitors in relation to the provision of a safe environment from OHSES and Infection Control perspectives.
- Enhances parents' knowledge and skills related to nurture and protection of their infants and young children
- Identifies and promptly informs ANUM of any changes or emerging issues which may alter the level of risk to the child/ren
- Communicates in an effective and culturally sensitive manner with clients, visitors and QEC staff
- Actively contributes to maintaining a safe and healthy workplace for all QEC staff, visitors, volunteers and clients
- Develops highly respectful relationships with parents/caregivers
- Assist with checking and recording administration of medications
- Medication inventory support
- Assist in the review of feed charts and client documentation
- Works in partnership with clients as members of the care team helping family members participate in a continuous cycle of analysing their strengths and goals (assessment), planning and implementing intervention/s and reviewing progress
- Practices collaboratively, consulting with other QEC and external professionals, disciplines, and/or family stakeholders for primary or secondary involvement and/or advice to enhance family goal achievement.
- Maintenance of accurate, objective and legally defensible records and to provide documents and reports as required by management.
- A positive regard, effective and culturally sensitive communication with all clients and staff.

Key Selection Criteria

Essential Criteria

- A relevant tertiary qualification in Early Childhood Development, Infant Mental Health, Enrolled Nurse (Mothercraft Nurse) or equivalent qualification in a human services discipline, at diploma level or higher.
- Experience in working with families in the health/welfare sector and in the early parenting period
- Experience working in community settings such as home based family services and/or long day child care
- An understanding of child development and the factors that can impede a child's development
- Demonstrated ability to engage in critical reflective practice
- Excellent communication, organisational and ability to be self-directed
- Current Practising Certificate is required for Mothercraft nurses
- Current Working With Children Check
- Consent to undertake National Police Record Check
- Current Australian Work Rights
- Evidence of current immunisation status

Desirable Criteria

- Previous experience working in an Early Parenting Centre or mother baby unit

Personal Attributes

Integrity - Operates in a manner that is consistent with the organisation's code of conduct. Builds trust through consistent actions, values and communication. Treats all sensitive information with utmost confidentiality.

Relationship Building and Collaboration – Establishes and maintains positive work relationships. Builds trust through consistent actions, values and communication.

Organisational and Time Management Skills – Reliable and punctual. Manages own work time effectively and prioritises work tasks, seeking

Empathy and Cultural Awareness - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of culture and backgrounds. Respect and value the traditional owners.

Customer Service – Consistent polite, friendly, professional presentation. Treats others with dignity and respect at all times. Takes responsibility for own workload and promptly escalates any concerns or issues.

Flexibility- accepts changed priorities without undue discomfort

advice when needed.

Leading High Performance - Sets high standards of performance for self. Highly motivated, enthusiastic, positive, proactive and innovative. Active participation in relevant meetings and working parties.

Other Information

- A pre-employment medical assessment may be required upon request
- The Victorian Public Sector Code of Conduct applies to all staff
- QEC is a smoke free workplace
- Up to date immunisation as per the National Immunisation Program Schedule is required upon appointment
- QEC has a zero tolerance to all forms of violence, bullying and harassment. QEC is committed to the safety and wellbeing of client families and staff
- The QEC closes for the period of Christmas/New Year and it is a requirement that all relevant staff take annual leave at this time.

PERFORMANCE APPRAISAL

1. Where a new employee is appointed to this position, a performance review will be scheduled prior to the end of the 6 month probationary period.
2. Formal reviews are conducted at least yearly. Performance is monitored against the key skill requirements and capabilities as detailed in this position description and performance goals identified in the performance development process.

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I understand that the information and statements in this Position Description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____

For further information, please contact QEC People & Culture 03 9549 2777 or peopleandculture@qec.org.au

