



Position Title	Early Parenting Practitioner or Enrolled Nurse
Location	Carrum Downs
Reports to	Program Coordinator
Classification:	IB60-IB72
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 Victoria's largest provider of residential and community based Early Parenting Services. We deliver a variety of different programs to more than 3,800 families annually - directly and in partnership with government and NFP partners across Metropolitan and Regional Victoria.

QEC is a 42 bed public hospital and community service organization. We provide residential, inpatient services at our Noble Park site. We also proudly support families with in-home and community based services across metropolitan Melbourne and regional Victoria.

QEC promotes the safety, wellbeing and inclusion of all children. We advocate for child-focused and family-centered practices underpinned by a philosophy that family is the principal source of care for children, offering services and programs that are culturally relevant and accessible to all clients.

With locations across Victoria including Noble Park, Wodonga, Preston, Dandenong, Carrum Downs and Morwell. QEC employs approximately 140 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.

QEC provides these services through a range of residential, community and home based programs.

POSITION SUMMARY

Location

The position is based at QEC's Carrum Down's Office. Travel maybe required to other QEC sites for training and professional development.

Details

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

Reporting relationships

Reports to Program Coordinator

Internal liaisons QEC staff

External liaisons Families/clients
Department of Families Fairness and Housing (DFFH)
Alliance Partner Agencies
The Orange Door
Maternal and Child Health
Maternity Services, Allied Health
Other stakeholders including services users and general public

Role Profile

The Early Parenting Practitioner (EPP) is part of a multidisciplinary team providing support for families with children under 4 years of age that are experiencing parenting challenges. Working with the support and guidance of the Program Coordinator, other team members and the Area manager, the EPP will provide specialised support, care and education to families in the family home.

QEC provides a range of home based programs, varying in duration and intensity to reflect the needs of the family. The EPP role, like other clinical roles, is able to work in these different and new programs as they evolve.

During home visits (and sometimes these are community site visits), the EPP observes and identifies parenting strengths and challenges. During the course of a program, the EPP builds on parenting competencies and provides teaching, modelling, coaching, encouragement and support and enhance parenting skills and confidence.

In response to the COVID-19 Pandemic, QEC clinical staff are utlisling a combination of telehealth and face to face contacts.

POSITION RESPONSIBILITIES

Enhance each families' experience

- Develops highly respectful relationships with parents/caregivers
- Works collaboratively, consulting with QEC Team, external professionals, and the family to enhance goal achievement
- Work in alignment with QEC's Model of Care
- Demonstrate knowledge of QEC's policies and procedures, standards and relevant legislation informing practice

Clear and effective communication, including:

- Record observations made in a timely manner on QEC template under specific headed areas relating to parent/child interactions.
- 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.
- Identifies and promptly inform the Coordinator of any changes or emerging issues which may alter the level of risk to the child/ren

Ensuring high quality and safe care, including

- Actively participates in risk management processes
- Participation in quality improvement projects
- Membership on key QEC clinical working groups including: Infection Prevention and Control and Clinical Governance
- Working in accordance with QEC Model of Care, Practice Framework, policies, and procedures
- Compliance with mandated requirements ensuring child safety and wellbeing at all times
- Promotes care that upholds the rights of the families in relation to privacy, consent and confidentiality
- Identify and manage actual or potential risks to children according to QEC policy and procedures and legislative requirements
- Integrate cultural sensitivity and respect in all communications and interactions.
- Participate in regular clinical audits

Positive Environment

- Communicates in an effective and culturally sensitive manner with clients, visitor and QEC staff
- Develops highly respectful relationships with team, external stakeholders and families
- Contribute to quality and safety improvement projects

Key Selection Criteria

Essential Criteria

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| <ul style="list-style-type: none"> • A relevant qualification in Early Childhood Development, Community Services, Infant Mental Health, Enrolled Nurse or equivalent qualification in a human services discipline, at diploma level or higher. • Experience in working with families in the health/welfare sector • 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 • Excellent communication, organisational and ability to be self-directed | <ul style="list-style-type: none"> • Current Working With Children Check • Consent to undertake National Police Record Check • Current Australian Work Rights • Evidence of current Immunisation status • AHPRA Registration (if applicable) |
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Desirable Criteria

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| <ul style="list-style-type: none"> • Previous experience working in an Early Parenting Centre or Mother Baby Unit | |
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Personal Attributes

<p>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.</p> <p>Relationship Building and Collaboration – Establishes and maintains positive work relationships. Builds trust through consistent actions, values and communication.</p> <p>Organisational and Time Management Skills – Reliable and punctual. Manages own work time effectively and prioritises work tasks, seeking advice when needed.</p>	<p>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.</p> <p>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.</p> <p>Flexibility- accepts changed priorities without undue discomfort</p>
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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.

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 People & Culture on 03 9549 2777.