



<b>Position Title</b>	Registered Nurse – Early Parenting
<b>Location</b>	Preston (With travel to other QEC sites as required)
<b>Reports to</b>	Clinical Coordinator
<b>Our Vision</b>	QEC’s vision is for our children to get the best start in life.
<b>QEC Values</b>	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

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## 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 organisation. 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-centred 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.

Many families face a variety of challenges that impact on their ability to nurture and support their young children. QEC programs are research-informed and tailored to meet the unique needs of each family and enable families to nurture, protect and enhance their children’s, safety, health and development. With locations across Victoria including Noble Park, Wodonga, Preston, Dandenong, Carrum Downs, Bairnsdale and Morwell, QEC employs approximately 140 staff including Maternal and Child Health Nurses, Midwives and General Nurses, a Medical Practitioner, Social Workers, Mothercraft Nurses and Early Childhood Educators.

## **Overview of the range of home based Programs provided by QEC via the Northern office (Preston)**

### **Stronger Families**

Stronger families is an intensive family coaching and support service. Its focus is to develop and support families so more children can grow up in their home. The aim of the program is to prevent first time out of home care placements and/or to quickly reunify children with their parents who have come into care for the first time. It tries to secure improvements in the opportunities for children, and young people in care. The service is offered to families with children aged less than 2, or between 10-12 years, and Aboriginal children. It is a well-resourced program that provides therapeutic assessments, individualised family action plans and flexible supports using a home visiting model for up to 12 months. Families are given a case manager and specialist services are provided in a flexible way. QEC works closely in partnership Alliances in each of the regions

### **Parenting Assessment and Skill Development Service (PASDS)**

The PASDS is provided to families with children aged 0-4 years at high risk of abuse and/or neglect who are referred by the DHHS Child Protection service. The programs are operated in accordance with detailed written protocols that provide a framework for assessment of parenting capacity and planned interventions to develop parenting skills. On average, the length of service for individual families is 10 - 12 weeks.

### **Victorian Aboriginal Child Care Agency (VACCA) and QEC Partnership**

A new initiative to be delivered through a partnership of agencies comprising of the Queen Elizabeth Centre (QEC) and VACCA. QEC will work alongside VACCA staff to provide parenting skills development and education to families engaged with VACCA through an outreach/home visiting model. QEC will also support VACCA staff by providing QEC expertise during training or information sharing sessions. This model is to be rolled out initially for a 12 month period and may at times require staff to work from the VACCA office at Preston. The target group for this program will be for families who are already engaged with VACCA who have children up to the age of 4 years old.

## **POSITION SUMMARY**

### **Location**

The position is based at QEC, Preston. The Registered Nurse will work closely with QEC community programs and may be required to travel to other sites from time to time.

### **Details**

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

### **Reporting Relationships**

Reports to	Clinical Coordinator, Preston
Internal liaisons	QEC Executive team, Area Managers and Staff
External liaisons	Department of Health and Human Services Other stakeholders including services users and general public

### **Role Profile**

The role of the Registered Nurse is to coordinate the referral and intake role and to assess appropriateness of referrals from the Department of Health and Human Services (DHHS) to the Parenting Assessment and Skill Development program (PASDS). The Registered Nurse will liaise with DHHS protective workers to gather information and to triage the referrals with a view to arranging intake and commencement into the program.

The Registered Nurse will provide support with home visits to families and guide and mentor the Early Parenting Practitioners (EPP's) and Senior Early Parenting Practitioners (SEPP's) offering a clinical lens as contribution to a multidisciplinary team, ensuring a holistic approach to assessment, intervention and support of families.

The Registered Nurse will also be responsible for the completion of reports where required, and to appear in court if subpoenaed to give evidence around the final report outcome by QEC.

## **POSITION RESPONSIBILITY**

### **Key Accountabilities**

1. Effectively coordinates and implements the home based QEC programs, including but not limited to:
  - Home visiting, enhancing parents' knowledge, skills and attitudes related to nurture and protection of their infants and young children
  - Acceptance and triage of new referrals to assess eligibility for programs;
  - Pre-admission interviews;
  - Competencies and risk assessment, environmental assessments, skills development planning and implementation;
  - Discharge planning;
  - Referral to appropriate ongoing supports where required; and
  - Effective liaison with QEC staff, DHHS protective workers, family support agency staff and other agencies
  
2. Effective leadership and guidance of stronger family worker and other staff, including:
  - Guiding, modelling, supervising and coaching stronger families staff in the delivery of a best practice program;
  - Provision of effective modelling, coaching mentoring and support within the scope of practice to SEPP's and EPP's within the team

- Providing coordination and direction where needed and promoting professional and personal development
- Maintenance of a workplace culture that promotes QEC's values and a positive regard for all;
- Assisting to provide debriefing support to practitioners to ensure effective coordination of high risk cases

3. Prepares reports, correspondence and presentations in a timely manner as requested by QEC. This includes preparation of clear, comprehensive and accurate evidenced-based client reports for DHHS within required timelines.

4. Provides clear, objective evidence in the Children's Court as required.

5. Effective monitoring of quality assurance in accordance with QEC policies, programs and procedures.

6. Competent analysis of program outcomes and provision of recommendations for service enhancement.

- Ensures practice is in accordance with nursing code of ethics, professional standards and legislation by maintaining current knowledge and competence within the scope of the position
- Provide safe, high quality, effective, child and family health nursing care in collaboration with the multidisciplinary team
- A positive regard, effective and culturally sensitive communication with all clients and staff.

### Key Selection Criteria

Essential Criteria	
<ul style="list-style-type: none"> <li>• Div 1 Registered Nurse with midwife</li> <li>• Up to date theoretical knowledge of family and child health, development parenting and attachment</li> <li>• Ability to work in partnership with parents/carers to enhance their parenting capacity</li> <li>• Ability to make decisions regarding case direction and risk management in consultation with the team</li> <li>• Understanding of Government Policy, Legislation and guidelines (Including Best Interest Framework)</li> <li>• Demonstrated experience in preparing reports and analysing data</li> <li>• Excellent verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>• Current AHPRA registration</li> <li>• Current Working With Children Check</li> <li>• Consent to undertake National Police Record Check</li> <li>• Current Australian Work Rights</li> <li>• Evidence of current immunisation status</li> </ul>

communication skills

- Strong organizational skills and ability to prioritise, based on level of need and risk.
- Experience in working with families experiencing vulnerability
- Recognition of the importance of the child's first 1000 days, informing health and wellbeing outcomes.
- Understanding of the legislative requirements that guide all decision making and service delivery for vulnerable and at-risk children and families

#### Desirable Criteria

- Child Family and Community nursing (Post Grad or Masters) - MCH
- Demonstrated leadership skills and experience in a leadership role of coaching and supervising staff

#### 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 advice when needed.

**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.

**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.

**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.

**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
- 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 REVIEW AND DEVELOPMENT**

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](mailto:peopleandculture@qec.org.au)