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| <b>Our Vision</b> | All children have the best start in life   |
| <b>Our Role</b>   | Partnering with families and communities to enable children to thrive  |
| <b>Our Values</b> | <p><b>Listen</b>, understand and learn</p> <p><b>Embrace</b> cultures, communities and families</p> <p><b>Celebrate</b> unique strengths and experiences</p> <p><b>Inspire</b> each other to grow and thrive</p> <p><b>Nurture</b> kindness and the joy of play</p> <p><b>Strive</b> to deliver the best outcomes and care</p> |

## 1. Introduction

QEC is proud to be Victoria’s largest provider of residential and community-based early parenting services.

Formed in 1917, QEC is also a public hospital and community service organisation. We are passionate about supporting families to grow, parents to blossom and children to thrive.

QEC delivers a variety of services and support programs to families with young children (aged from newborn to 4 years of age) in partnership with government and not for profit partners.

QEC promotes the safety, wellbeing and inclusion of all children. Many families experience various challenges that, from time to time, may impact on their ability to nurture and support the growth and development of their young children. QEC offers a community of support to families if and when we are needed.

QEC programs are research-informed and tailored to meet the unique needs of each family. Our work equips families to best nurture, protect and enhance their children’s safety, health and development.

QEC’s multidisciplinary team of experienced professionals are committed to partnering with families to achieve the best outcomes for children. Our team includes Maternal and Child Health, Paediatric, Mental Health and General Nurses, a Medical Practitioner, Midwives, Psychologists, Social Workers, and Early Parenting Practitioners.

With service locations based at Noble Park, Mentone, Wodonga, Preston, Dandenong and Morwell, QEC are committed to providing services that are accessible to families across Victoria.

We acknowledge all Aboriginal and Torres Strait Islander peoples as the traditional owners of the lands on which we walk, live and raise our children. We pay our respects to traditional owners past, present and future and acknowledge the importance of children being raised with connections to culture, community and family.



## 2. Position Profile

### Position Objective

#### 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.

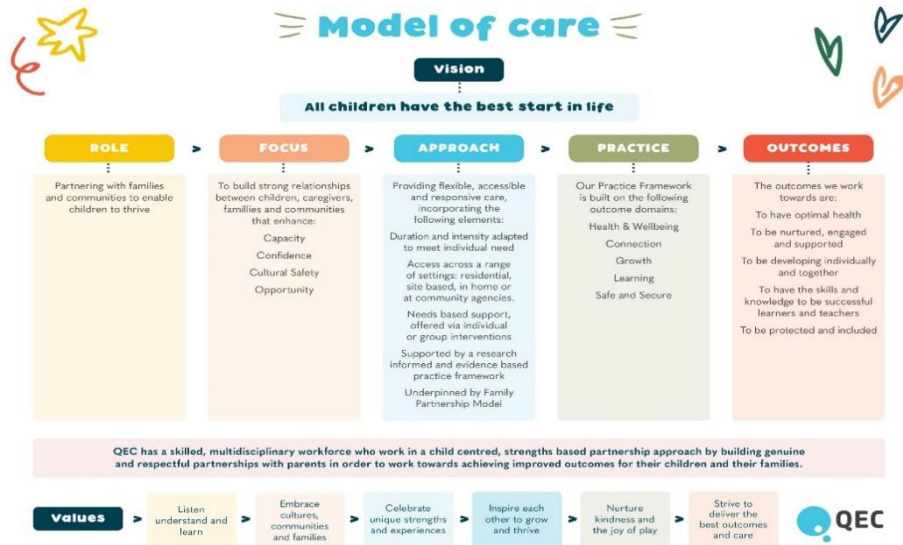
**Position Details**

|                          |  |
|--------------------------|--|
| <b>Location</b>          | 53 Thomas Street, Noble Park   |
| <b>Hours</b>             | 0.6-0.8 FTE negotiable, permanent ongoing  |
| <b>Agreement</b>         | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024   |
| <b>Classification</b>    | IB60 - IB65  |
| <b>Reports to</b>        | Associate Nurse Unit Manager   |
| <b>Internal Liaisons</b> | Client children and their families<br>Residential Clinical Leadership team<br>QEC clinical and corporate support teams<br>Relevant QEC committees<br>QEC employees |
| <b>External Liaisons</b> | Department of Families, Fairness and Housing<br>Other external stakeholders  |



### 3. QEC Programs

QEC provide a range of clinical and education programs for families and services across Victoria. Each program is informed by QEC's Model of Care.



QEC Clinical Programs include Early Parenting Centre programs and Community (Family Services) home-based programs.

#### Early Parenting Centre Programs include:

- Assessment and Intake
- Residential Program
- Day Stay
- Play Steps
- Parenting Plus
- Parenting Assessment and Skill Development Service (PASDS)

#### QEC Community (Family Services) Programs include:

- PASDS home based
- Individual Child and Family Support Programs
- Specialised Interventions – Stronger Families
- Family Preservation and Reunification Response (FPRR)
- ForWhen



## 4. Key Accountabilities

### Position Objectives

- 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 (applicable to Enrolled Nurses only)
- Medication inventory support (applicable to Enrolled Nurses only)
- 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.



## 5. Key Selection

### 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.
- AHPRA Registration (applicable for EN Applicants only)
- Current Working with Children Check
- Consent to undertake National Police Record Check
- Current Australian Work Rights
- Evidence of up-to-date immunisation schedule
- Current COVID-19 Vaccination
- Current Victorian Driver's License
- Excellent written and verbal communication skills, and able to adapt style to a range of audiences.
- High level organisational and prioritising skills. High level attention to detail
- Aptitude for navigating new software
- Proactive problem-solving skills

### Desirable Criteria

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

### Personal Attributes **Refer to VPSC Capability Framework**

- **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, promotes consensus through diplomatic handling of agreements, forges useful partnerships with people, 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.
- **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.
- **Conceptual and Analytical Ability** - Uses analytical and conceptual skills to reason through problems.



## 6. Other Information

- At QEC, we are committed to providing a safe and supportive environment for children and we adhere to the Child Safe Standards
- The Victorian Public Sector Code of Conduct and all QEC policies and procedures apply to our employment at QEC
- It is important to us that all people (employees, client families, visitors and all others) feel a sense of belonging, safety and acceptance at QEC. We welcome and embrace the valued diversity we all bring to our organisation, and do not tolerate any form of discrimination, violence, bullying or harassment at QEC.
- QEC are committed to the safety and wellbeing of client families and employees. We are a smoke free workplace and require health care worker immunisation - important to keeping us all healthy and safe.
- A pre-employment medical assessment may be required upon request
- QEC closes for the period over Christmas/New Year to provide our teams with a well-earned break. It is a requirement that all relevant employees take annual leave during this period

### Employee Position Declaration

I have read and understand the requirements and expectations of this 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:

Manager Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

Date: