

## Position Description

Position Title	Early Parenting Practitioner
Position Number	30011522
Division	Clinical Operations
Department	Early Parenting Centre
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Community Dev Worker C2A Y3 – Y11, Enrolled Nurse L2 Y1 Diploma – Y5
Classification Code	XV12 - ON14, IB68 – IB72
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

**TRUSTWORTHY** - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

Early Parenting Practitioners are a key member of the clinical team providing frontline care to families to assist in the establishment and maintenance of healthy parent-child relationships.

The role assists parents in learning to care for their young children and themselves as parents.

This may include supporting in the progression of feeding, sleep settling strategies, the importance of play, understanding children's behaviour, and promotion of safety.

All support strategies are founded on a sound understanding of parent and child relationships for the healthy development of children into adulthood. The Early Parenting Practitioner (EPP) establishes and maintains effective supportive, safe and welcoming learning environment for children and their parents. In addition, under supervision of the ANUM or Maternal and Child Health Nurse, they plan, organise, implement, guide and encourage play and age-appropriate learning experiences for young children, encouraging parents to participate

## Responsibilities and Accountabilities

### Key Responsibilities

- Provide high quality child-centred, family-focussed care and support to vulnerable families and their children 0-4 years who are referred to Bendigo Health programs for support.
- This includes working from a relationships and Family Partnership Model approach and having an understanding of the inherent strengths and resilience of families.
- Assist families from diverse backgrounds in a respectful and culturally sensitive manner, recognising different parenting practices and the need for a flexible and innovative approach to parenting support.
- Under supervision of the ANUM or Maternal and Child Health Nurse, conduct comprehensive assessment to meet the complex care needs of vulnerable children and their families including goal setting, interventions and exit planning.
- Work in collaboration and negotiate with key stakeholders (in particular families) to ensure complex care needs are effectively identified and translated into individual tailored care planning and interventions to address issues or concerns.
- Assist families within a multidisciplinary team to build the capacity of parents to meet the child's health, safety and developmental needs, and to build self-resilience through linkages to community and health supports to meet complex family needs and circumstances.
- Assist parents in learning to care for themselves as parents and their young children including support around feeding, importance of play, sleep settling strategies, understanding children's behaviour and promotion of positive responsive interactions.
- Establish and maintain an effective supportive, safe flexible and welcoming learning environment for children and their parents.
- Ensure that client rights and needs are being met.
- Collate and maintain high quality documentation. This includes obtaining input from families together with other key stakeholders, as part of Bendigo Health's documentation requirements.
- Provide support to other team members to maintain service delivery where there are competing demands on time and resources.
- Contribute to a positive workplace and a culture of learning.

### Key Selection Criteria

#### Essential

1. A diploma level or higher qualification in Early Childhood Development, Community Services, Infant Mental Health or an Enrolled Nurse.
2. Experience working in partnership with families in the health/welfare sector, which may include home-based family services and/or long day child care.
3. An understanding of child development and the factors that can impede a child's development.
4. Excellent communication, organisational and ability to be self-directed.
5. Demonstrated evidence of willingness to contribute to a positive/learning workplace culture and of behaviours that reflect Bendigo Health values.

## Desirable

6. Previous experience working in an Early Parenting Centre or Mother Baby / Parent Infant Unit.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*