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[Insert Organisation's Letterhead / Header]

Interview Guide – Family and Child Health Nurse

Position: Family and Child Health Nurse

Organisation: [Insert ACCHS Name]

Panel Chair: [Name]

Panel Members: [Names]

Date: [Insert date]

Applicant: [Name]

1. Introduction (for the Interview Panel to read aloud)

Thank you for coming in today. Before we start, we would like to acknowledge the Traditional Custodians of the land on which we meet and pay our respects to Elders past and present.

This interview is for the position of Family and Child Health Nurse with [ACCHS Name]. The purpose of today's conversation is to learn more about your experience in child and family health, developmental surveillance, home visiting, health education, and your commitment to providing culturally safe and high-quality care to Aboriginal families.

We'll ask questions about your clinical experience, communication skills, cultural safety, partnership with families, teamwork, problem-solving, documentation, and ability to support infants, children, and parents/carers across early childhood. Please take your time when responding, we may take notes during your answers.

Do you have any questions before we start?

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2. Interview Panel Instructions

- Ensure at least one Aboriginal panel member is present.
- Use yarning-style, conversational questioning where appropriate.
- Avoid interrupting or rushing responses — allow silence and reflection.
- Focus on strength-based assessment (what they bring, not just what's missing).
- Note examples and assess responses using the rating scale.

3. Rating Scale (Example)

Score	Description
5 – Excellent	Exceeds expectations, provides strong, relevant examples.
4 – Very Good	Meets expectations, gives clear and thoughtful responses.
3 – Satisfactory	Adequate response, limited examples but some understanding.
2 – Limited	Superficial or incomplete understanding.
1 – Unsatisfactory	No relevant experience or understanding shown.

4. Core Interview Questions

1. Can you tell us about yourself and your experience working in child and family health or Aboriginal health?
   - *Prompt:* What motivates you in your work with babies, children, and families?
   - Indicators: Cultural respect; trauma-informed practice; supportive communication; understanding of early childhood needs; relationship building.

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| 1 | 2 | 3 | 4 | 5 |

2. What does "cultural safety" mean to you when working with Aboriginal families, parents, and infants?
   - *Prompt:* Can you share an example where you supported a family to feel culturally safe?
   - Indicators: Safe environment creation; cultural protocols; non-judgmental support; respecting family strengths; empowerment.

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| 1 | 2 | 3 | 4 | 5 |

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3. What does Aboriginal Community Controlled Health mean to you in the context of family and child health?
    - *Prompt:* How should community priorities and cultural knowledge shape early childhood programs?
    - Indicators: Understanding of community voice, holistic health, family-led care, cultural governance.

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4. Please describe your experience with developmental assessments, health checks, and working with infants or young children.
    - *Prompt:* What screening tools or assessments have you used?
    - Indicators: Clinical competence; growth monitoring; early identification; breastfeeding support; immunisation knowledge.

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| 1 | 2 | 3 | 4 | 5 |

5. Tell us about your experience supporting parents and carers, including education, home visiting, or early parenting support.
    - *Prompt:* How do you approach sensitive or challenging conversations with families?
    - Indicators: Compassion; strengths-based practice; lived experience acknowledgment; communication skills.

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6. How do you collaborate with multidisciplinary teams to support families?
    - *Prompt:* Can you describe a time when you coordinated care with other services?
    - Indicators: Teamwork; referrals; shared care planning; warm handovers; relationship building.

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7. How do you manage your workload, especially when balancing home visits, clinic work, documentation, and follow-up?
    - *Prompt:* What strategies help you stay organised and responsive to family needs?
    - Indicators: Time management; prioritisation; safe practice; communication; deadline management.

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8. Describe a challenging situation involving a child or family and how you responded.
    - Indicators: Trauma-informed approach; calm communication; child safety awareness; appropriate escalation; ethical decision-making.

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9. Can you tell us about your experience with documentation, reporting, and electronic medical systems?
    - *Prompt:* What systems have you used and how do you ensure records are accurate and timely?
    - Indicators: Confidentiality; PMS/EMR competence; quality data entry; awareness of reporting requirements.

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10. What does good communication look like when working with families of different ages, backgrounds, and health literacy levels?

- *Prompt:* How do you adapt your approach for first-time parents, young parents, or caregivers under stress?
- Indicators: Clear explanations; active listening; empathy; culturally informed communication.

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| 1 | 2 | 3 | 4 | 5 |

11. Why do you want to work with us?

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12. What do you enjoy most about supporting children, parents, and families in early childhood health?

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13. Where do you see yourself professionally in the next few years?

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5. Optional Scenario Questions

Scenario 1 – Child Development Concern

During a routine developmental screening, you notice a child is not meeting key milestones. The parent becomes anxious and worried.

How would you approach this situation?

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Scenario 2 – Safety and Escalation

You conduct a home visit and observe signs that a family may be under significant stress, with possible safety concerns for the child.

What would you do next?

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Scenario 3 – Managing a Busy Workload

You have two home visits scheduled, a parent calling for breastfeeding support, and the clinic asking for help with developmental checks.

How would you prioritise?

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Do you have any questions for us?

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HR POST-INTERVIEW CHECKS

Item	Notes
References (x2)	
Working with Children Check	
National Police Check	
Start Date Availability	
Confirmation of Role (Fulltime, part time etc)	
Disclose of any health conditions that may affect duties	

5. **Scoring**

/ 50

Comments and Interview Reflection

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6. **Panel Summary and Recommendation**

Strengths	Development Areas	Recommendation
		[Appoint / Consider / Not Suitable]