Mid-Iowa Community Action, Inc. Job Description

**Title: International Board Certified Lactation Consultant (IBCLC)**

**Reports to: WIC Coordinator**

**Job Summary:**

A Lactation Consultant holds the International Board Certified Lactation Consultant (IBCLC) credential issued by the International Board of Lactation Consultant Examiners. The IBCLC would be part of the Health Services team and work with families that participate in the WIC and Maternal Health Programs. The IBCLC would provide excellent breastfeeding education to pregnant and breastfeeding mothers, troubleshoot breastfeeding problems, make referrals when needed and be the designated breastfeeding expert within the WIC team. The IBCLC would provide breastfeeding education to WIC staff and Breastfeeding Peer Counselors. This position may perform regular duties at alternatives sites with permission of the Program Director.

**Summary of Essential Job Functions:**

**Compliance**

Provides follow-up breastfeeding support to WIC participants through referrals from Breastfeeding Peer Counselors and WIC staff of mothers experiencing complex maternal and infant breastfeeding problems beyond their scope of practice.

Assesses breastfeeding situations and provides counseling to high-risk mothers and infants.

Counsels high-risk mothers needing breast pumps or other equipment for complex breastfeeding situations.

Provides timely follow-up services by telephone, WIC clinic visits and/or meetings at a neutral location with pregnant and breastfeeding mothers.

Is available outside the usual clinic hours to mothers experiencing breastfeeding problems.

Follows the IBCLC Scope of Practice as issued by the International Board of Lactation Consultant Examiners.

Refers mothers to the appropriate provider if medical concerns are beyond the IBCLC Scope of Practice.

Respects each client by keeping her information strictly confidential.

Must have internet access at home and keep accurate records of all contacts made with WIC clients in the WIC electronic data system.

Attends required staff meetings and required trainings.

Provides training and education in lactation management to WIC staff and Breastfeeding Peer Counselors.

Mentors new peer counselors through shadowing opportunities.

**Knowledge, Skills and Attitudes:**

Able to read, write and speak the English language.

Committed to the concept of diversity and the inherent worth of every individual.

Excellent communication and customer service skills.

Knowledge of HIPAA regulations and practices

Strong team work skills. Able to collaborate in a positive and respectful way with families, agency co-workers, and community partners.

High level of confidentiality and ethical conduct.

Basic computer skills.

Maintains IBCLC credential and breastfeeding knowledge and skills through continuing education and IBCLC recertification.

**Working Conditions (Essential Physical, mental and emotional demands):**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* The position requires flexibility and the ability to work outside usual clinic hours.
* The position gives the employee the ability to work from home.
* This position requires communication with participants when they need support including evenings and during the night.
* Constant interaction with program participants and colleagues. Requires constant strong ability to think and reason independently, maintain objectivity, remain calm and pleasant, and to exercise sound judgement.
* Occasionally lifts and carries objects up to 40 pounds may be required when setting up for health fairs.
* Required to travel to additional MICA county WIC clinics/neutral locations within the service area as needed.
  + Must have a valid driver’s license and proof of automobile insurance. License must be in good standing, as this position must be able to drive agency-owned vehicle.
  + Must have a reliable vehicle, as may need to travel on own to worksites as needed.

**Education & Experience:**

**Required:**

* High school diploma or GED/HiSET
* Is enthusiastic about breastfeeding and wants to help other mothers have positive breastfeeding experience
* Holds current certification with the IBCLC credential issued by the International Board of Lactation Consultant Examiners
* Adheres to the Code of Professional Conduct for IBCLC’s

**Preferred:** bilingual in English and Spanish

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Must be approved by State WIC Program office
* Staff who work in centers that serve infants will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.
* Must have a pre-employment TB assessment and every year thereafter.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Additional Information**

Additional information

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| Program | Health | Management? (Yes/No) | No |
| Generic title | Lactation Consultant | FLSA status | Casual Hourly/Non-exempt |
| Pay grade | BAND 4C | Created | September 2020 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

Signature of Employee Date