

Melton City Council

# Lactation Consultant – International Board Certified

Position Description

PD: 00152

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Lactation Consultant - International Board Certified
Directorate	City Life
Business Unit	Maternal and Child Health
Position Classification	Registered Nurse Year 1-4
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

## 2. Organisational relationships

Reports to	Maternal and Child Health Team Leader Programs
Supervises	Maternal and Child Health Students
Internal liaisons	<ul style="list-style-type: none"><li>All relevant council departments</li></ul>
External liaisons	<ul style="list-style-type: none"><li>Relevant Health Professionals</li><li>DOH</li><li>Other Service Providers</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at



the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

## 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## 4. Position objectives

- Provide support to breastfeeding mothers in the City of Melton working towards reducing complications and increasing the rate of successful long-term breastfeeding.
- To deliver appropriate education materials and programs on breastfeeding for mothers and their families and provide ongoing education to the Maternal and Child Health Team within Melton City Council.

## 5. Key responsibility areas

- Coordinate the enrolment of families into the breastfeeding service.
- Provide breastfeeding support through individual or group consultations conducted in the home or centre and via telephone.
- Provide accurate evidence-based information and resources to breastfeeding women and their families.
- Maintain operation data and provide timely and accurate reports and information.
- Develop and maintain effective relationships with community agencies and services for the purpose of referral.
- Advocate for parents, the community, and the service as appropriate and within Council's policy framework.
- Will work to actively promote, protect and support breastfeeding within the City of Melton.

## 6. Accountability and extent of authority

- Coordinate the breastfeeding support service.
- Develop and maintain effective relationships with parents, Maternal and Child Health Nurses, community agencies and services, and in consultation with families refer to appropriate community agencies and services.
- Practice in accordance with the professional codes, guidelines and standards that apply to their registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse and or registered midwife and International Board-Certified Lactation Consultant.
- Identify and report suspected child abuse in accordance with legislative requirements.
- To work within International Board of Lactation Consultant Examiner's (IBLCEs') Code of Professional Conduct for IBCLC, and IBLCEs clinical competencies for the Practice of International Board Certified Lactation Consultants. (IBCLCs).

## 7. Judgement and decision making

- Make decisions and form professional judgements on the provision of care to families.
- Ensure that practice is framed within organisational policies and procedures, professional nursing standards, code of nursing ethics and relevant standards, current research, and legislation.
- Make decisions on the day-to-day operation of the Centre and contribute and adhere to team decision making.

## 8. Specialist skills and knowledge

- Sound knowledge of evidence-based practice in the area of lactation.
- Experience working with families in the community.
- Demonstrated willingness to maintain professional knowledge, skill and qualification as an IBCLC.
- Well-developed computer and administration skills with experience with Microsoft Office and experience with the use of CDIS IT program or a willingness to learn.
- Excellent analytical and problem-solving skills with a high level of attention to detail.

## 9. Management skills

- Undertake day to day management of the breastfeeding support service.
- Develop and imbed policies and procedures relevant to the Breastfeeding Support Service.
- Manage own workload and be flexible and responsive to changing work priorities to meet deadlines.
- In collaboration with Council, maintain a healthy safe environment for clients.

## 10. Interpersonal skills

- Well-developed interpersonal and communication skills with the capacity to relate effectively with a diverse range of families, communities and professionals.
- Work positively and actively as a team member within the Maternal and Child Health Service.

## 11. Qualifications and experience

- Current International Board of Lactation Consultant Examiner's (IBLCE) certification and current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse and or registered midwife.
- Post Graduate qualification in Maternal and Child Health nursing highly desirable.
- Demonstrated experience in supporting mothers to breastfeed.
- Current valid Victorian Drivers Licence and Working with Children's Check.
- Experience with the use of CDIS IT program or a willingness to learn.

## 12. Key Selection Criteria

1. Current Lactation consultant IBCLC qualification and current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as both a registered nurse and registered midwife.
2. Demonstrated experience in supporting mothers to breastfeed and the ability to actively promote breastfeeding in the community



3. Ability to develop and maintain effective relationships with parents, Maternal and Child Health Nurses, community agencies and services.
4. Ability to provide accurate evidence-based information to families regarding breastfeeding.
5. Ability to manage own workload and be flexible and responsive to changing work priorities to meet deadlines.
6. Current valid Victorian Drivers Licence, use of a motor vehicle and a current valid working with children check.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Manager Maternal & Child  
Health Service

October 2023

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Approved by Position Title

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Date Approved

\_\_\_\_\_  
Incumbent's name

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Signature

\_\_\_\_\_  
Date

