

IBCLC Job Description Sample 4

Position Title: Lactation Program Coordinator
Department: Maternal-Newborn Services
Reports to: Nurse Manager

Position Summary

The Lactation Program Coordinator will collaborate with other members of the healthcare team to ensure the promotion, protection and support of breastfeeding. She will be involved in the overall program development as well as direct patient care.

Essential Duties & Responsibilities

- Serve as a clinical resource to all units within the hospital on issues related to breastfeeding.
- Review and develop hospital policies which relate to breastfeeding.
- Collaborate with staff on developing resolutions to any inpatient breastfeeding problems.
- Coordinate and maintain all aspects of breastpump rentals and product sales.
- Plan and provide lactation staff orientations, reviews and educational/clinical development.
- Plan and implement educational opportunities for staff regarding breastfeeding.
- Develop and provide breastfeeding information to patients.

Other Duties & Responsibilities

- Maintain all records of breast pump rentals and sales, including sales tax records.
- Coordinate the Breastfeeding Task Force meetings with selected members of the healthcare team.
- Ordering of all supplies related to breastfeeding, including supplies for both inpatients and outpatients.
- Stocking of all units within the Maternal Newborn Service with appropriate breastfeeding supplies.
- Develop monthly newsletter to keep staff informed of any changes or updates in policies or to provide them with general information regarding breastfeeding.
- Promote and maintain Employee Lactation Program.
- Coordinate follow-up programs for outpatients.
- Participate in community events to advance the awareness of the Lactation Program
- Collect data regarding patient satisfaction with Lactation Program
- Coordinate inpatient teaching programs.
- Attend monthly staff meetings and other committee meetings as necessary.
- Provide telephone support to women who call with questions regarding breastfeeding and maintain records of those calls.

Education/Experience

- Registered Nurse with state licensure.
- International Board Certified Lactation Consultant (IBCLC).
- Experience with inpatient lactation programs and/or knowledge of the types of clinical breastfeeding issues seen the early postpartum days.

Skills/Abilities:

- Experience with breast pump rentals and sales.
- Effective interpersonal communication skills.