



POSITION DESCRIPTION

Position Title:	Lactation Consultant Liaison Midwife		
Classification:	Midwife Home Liaison Officer (Registered Midwife)	Status	Part Time 0.7 EFT
Group:	Maternal & Child Health	Business Unit:	Community and Family Services
Reports to:	Maternal & Child Health Team Leader- Universal		
Direct Reports:	None	Date:	January 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council’s vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- This is a varied role and encompasses the provision of lactation support to breastfeeding parents in Cardinia Shire, whilst also providing liaison between Cardinia Shire Maternal and Child Health Service, hospital maternity services and families of newborns.

Objectives of the position include:

- supporting parents with their breastfeeding goals
- increasing the rate of successful long-term breastfeeding
- working with the Cardinia Shire Maternal and Child Health (MCH) Team in promoting breastfeeding within Cardinia Shire Council
- creating and maintaining effective communication between the hospital sector and Cardinia Shire’s MCH Service
- ensuring a coordinated approach to the referral of clients from the hospital sector, and other MCH services to Cardinia Shire’s MCH Service
- making first contact with families of newborn infants to invite them to participate in the MCH Service, and organising the initial home visit

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Coordinate and manage referrals and appointments of clients into the breastfeeding service
- Provide breastfeeding support to MCH clients through individual or group consultations conducted in the centre, in the home, and/or via telephone
- Provide accurate evidence-based information and resources to breastfeeding women and their families
- Actively promote breastfeeding in the community, and within the organisation, including supporting staff with increasing their knowledge and skills in relation to breastfeeding
- Build capacity and confidence within the MCH workforce in breastfeeding best practice and knowledge sharing
- Coordinate handovers from hospitals or relevant services to ascertain clients' needs post-discharge from hospital, in collaboration with MCH team members working in similar or related roles. This may include extended Postnatal Care, Special Care Nursery, Neonatal Intensive Care Nursery and Monash Children's at Home
- Liaise with and create networks and relationships with MCH team, the hospital sector, community agencies and services
- Follow up with hospitals regarding incomplete, missing birth notifications or information, or other issues as they arise
- Conduct initial phone consultation with parents of newborns to introduce service and collect data as required and book the initial home visit.
- Conduct additional home visits if required to follow up weight concerns identified at the Initial newborn home visit
- Keep up to date with accurate documentation, data collection, and provide timely and accurate reports and information

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices
- Always maintain and respect client confidentiality
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself, clients and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide breastfeeding support service to Cardinia Shire Maternal & Child Health service clients, encompassing service delivery within a council facility or other community location, and in client's homes
- In collaboration with designated MCH TL, plan and coordinate the breastfeeding support service.
- Develop and maintain effective relationships with parents, Maternal and Child Health team members, community agencies and services.

- Provide secondary consultations to MCH workforce in relation to breastfeeding
- In consultation with families refer to appropriate community agencies and services
- Collect and collate program statistics and provide timely reports as requested.
- Operate within the service policy and procedures

- This position is directly responsible for liaison between Cardinia Shire's MCH Service and the hospitals referring into the service.
- The midwife is accountable for the quality, effectiveness and timeliness of the programs, projects, or work plans under their control.
- The employee is required to work autonomously following clear objectives and regularly consulting with the designated MCH Team Leader, the MCH Coordinator, or other members of the MCH leadership team as required.
- The employee has authority for:
 - Recording and inputting confidential information as transcribed by hospital staff.
 - Making recommendations to the designated Team Leader and/or the MCH Coordinator/ MCH leadership team
 - Collect and collate program statistics and provide timely reports as requested
 - Operate within the service policy and procedures

JUDGMENT 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 midwifery standards, code of midwifery ethics and relevant standards, current research and legislation
- Position is required to solve problems and create new procedures as required
- Independent decisions can be made regarding work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected

SPECIALIST KNOWLEDGE AND SKILLS

- Maintain professional knowledge, skill and qualification as an International Board-Certified Lactation Consultant (IBCLC)
- Recent midwifery experience
- Recent experience providing breast feeding support to breastfeeding women
- Sound knowledge of evidence-based practice in lactation
- Ability to network and liaise effectively with a range of people and organisations.
- Ability to solve problems logically, think laterally and research information.
- Comprehensive understanding of matters relating to family welfare and child development.
- Current knowledge of relevant legislation and regulations, in particular the Children, Youth & Families Act 2005.
- Demonstrated assessment, counselling, advocacy and support skills.
- Well-developed understanding of different family values/cultures and their impact upon family functioning
- Experience working with a diverse range of families in the community, with a family focussed lens
- Well-developed computer, administration and documentation skills, with experience in Microsoft Office and other software packages, and in relation to client case notes and report writing

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 collaboratively as a team member
- Ability to problem solve and use initiative.
- Demonstrated ability to liaise and network effectively with the hospital sector, colleagues in other municipalities and fellow MCH team members.

- Ability to represent council in a positive, constructive and professional manner

MANAGEMENT SKILLS

- Ability to prioritise, and deal with a variety of complex tasks or problems occurring concurrently and often with conflicting priorities.
- Capacity to plan and manage workload in collaboration with leadership team, and to be flexible and responsive to changing work priorities to meet deadlines
- Ability to self-motivate.
- Ability to embrace The Cardinia Way values and keys to success.
- Excellent analytical and problem-solving skills with a high level of attention to detail
- Excellent time management skills
- Practice in a professional and confident manner within clearly defined boundaries
- Undertake day to day management of the Cardinia Shire Breastfeeding Support Service
- Develop and imbed policies and procedures relevant to the Cardinia Shire Breastfeeding Support Service

QUALIFICATIONS AND EXPERIENCE

- Current Lactation Consultant (International Board-Certified Lactation Consultant) (IBCLC) qualification
- Registered Midwife (including direct entry)
- Division 1 Registered Nurse (desirable not essential)
- Demonstrated experience in supporting parents to breastfeed
- Current Victorian Driver's License and a privately owned motor vehicle. A travel allowance will be reimbursed for travel associated with this position if a Council car is unavailable, as per Cardinia Enterprise Agreement and travel policy
- Current Working with Children Check

KEY SELECTION CRITERIA

- Ability to embrace the Cardinia values and keys to success.
- Current International Board-Certified Lactation Consultant Certification (IBCLC) qualification
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife
- Demonstrated experience in supporting parents to breastfeed
- Ability to actively promote breastfeeding in the community
- Ability to develop and maintain effective relationships with parents, MCH team members, hospital maternity services and Community agencies and services
- Ability to provide accurate evidence-based information to families regarding breastfeeding
- Demonstrated understanding and knowledge of maternal health issues
- Understanding of and respect for diversity in the community and how this impacts families and service delivery
- Current Victorian Driver's License and access to privately owned motor vehicle
- Current Working with Children Check
- Excellent analytical and problem-solving skills with a high level of attention to detail
- Ability to manage own workload and be flexible and responsive to changing work priorities to meet deadlines
- Strong documentation, computer and administration skills

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a part time (0.7 FTE) ongoing position

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.