



**NHCI Job Posting
November 29, 2018**

**Lactation Team Leader
40 Hours**

Neighborhood Health Clinics, Inc. is accepting applications for a Lactation Team Leader to assist in planning, organizing, and implementing the breastfeeding program in accordance with guidelines and policies set forth by the Indiana WIC Program and provides support to WIC / NHC prenatal and postpartum participants in an individual or group setting to assist them in their breastfeeding experience. Specific duties include:

- Coordinates the work assignments and schedule of the Breastfeeding Peer Counselor staff.
- Oversees the day-to-day activities of the WIC breastfeeding program.
 - Coordinates with the WIC Director and Nutrition Coordinators on the goals/objectives of programs.
 - Provides information and reports to the WIC Director to clearly describe activities and progress toward agreed upon goals.
 - Responsible for ensuring data collection, preparing reports, answering correspondence, and compiling statistics for administrative and regulatory purposes as required by WIC grant.
 - Mentors Peer Counselors in their knowledge of breastfeeding best practices and counseling techniques.
 - Ensures the clinic environment follows the Breastfeeding Friendly checklist.
- Ensures department is staffed with qualified, competent employees:
 - Interviews prospective employees and makes recommendations for hire.
 - Provides all new hires with proper training and orientation to the Lactation Department.
 - Evaluates staff performance and recommends merit increase, promotions, and disciplinary actions.
- Promotes breastfeeding to prenatals and works with postpartum clients/patients experiencing difficulties with breastfeeding. Serves as Breastfeeding Coordinator:
 - Receives referrals from Peer Counselors and WIC clinic staff regarding more advanced level follow-up needed with new mothers.
- Counsels WIC pregnant and breastfeeding mothers, one-on-one in the WIC clinic, social media, texting, or by telephone.
- Promotes breastfeeding throughout the community through various outreach activities.
 - Participates in the development of local breastfeeding coalition.
- Maintains an updated referral list of qualified individuals able to answer staff and participant breastfeeding questions
- Coordinates breastfeeding classes, workshops, support groups, and the prenatal schedule for WIC consults.
 - Teaches in a group setting as appropriate.
 - Maintains documentation of breastfeeding training at the local agency including pump training, 3 step counseling training, and Loving Support Peer Counselor training.

Full time position with benefits. Position requires a graduate of an accredited school of nursing or a Bachelor's Degree in Nutrition, Dietetics, or Food and Nutrition from an accredited college or university. Prefer one year experience in maternal and child health or clinic setting, with teach responsibilities. If a Registered Nurse, licensed in the State of Indiana. IBCLC preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.