



Baby Café IBCLC Facilitator Position- Tier I Baby Cafe

Time requirements:

Baby Cafes best serve mothers by being open at least once a week – time listed here is to be used as an average guide.

3 hrs /meeting:

½ hr to set up, ½ hr to clean up; 2 hrs actual meeting

1-2 hr per month for data collection and entering

Job Description:

Café logistics

The IBCLC will read thoroughly the Baby Café Toolkit, and be familiar with the guidelines for running a Baby Café. She will also be familiar with using the resource bank in the Baby Café USA website, and will receive/respond to communications coming from Baby Café USA. The IBCLC will attend a Baby Café training, and be familiar with the standards the Café follows.

Café Implementation

The IBCLC will attend Café meetings she is scheduled for, and facilitate the discussion and troubleshooting of issues the mothers present with. This may include assisting with latch, doing a pre/post feed weigh assessment, observing the mother/baby for abnormalities that may affect breastfeeding, advising mother regarding increasing milk supply/pumping, and making referrals to other specialists.

The IBCLC will be responsible for overseeing the Café team that runs the Café. The IBCLC will periodically meet with the staff via phone or in person, and discuss the mothers attending the Café. They will discuss the advice and care that was delivered to the attendees, and reflect together about future care and needs of attending breastfeeding mothers.

Referrals-If the IBCLC feels that a certain mother/baby requires more in-depth assistance or a referral, she will assist in the scheduling of an appointment for the mother at a designated out-patient lactation center, or with a private IBCLC, ideally within the next 24hrs. The IBCLC will follow-up with whoever saw the mother, to see that the issue was resolved.

The IBCLC will assist the staff in assessing needs and supplies for the Café, and troubleshoot issues that might arise with snacks, drinks, and supplies. If the Café, moves to a new site, the IBCLC will assess the new site to see that it meets the required standards.





Statistical Data

At least 1 x/ month-

The IBCLC will log the statistical data (gathered at the Café) into the computer Excel spreadsheet. That data will be forwarded to the appropriate contact for Baby Café USA and/or grant requirements quarterly.

Survey Data

At least 1 x/ month –

The IBCLC will coordinate and direct any 6 /12 month mothers' surveys needing to be completed for statistical gathering. The IBCLC will log the results into the computer Excel spreadsheet. That data will be forwarded to the appropriate contact for Baby Café USA and/or grant requirements annually.

Operation Survey

The IBCLC will fill out the annual survey monkey sent via email from the Baby Café organization.

Baby Café Outreach and Marketing

The IBCLC will be alert for opportunities to promote the Baby Café in the professional and lay communities, and will support the Café Team in efforts to increase the numbers of women served by the Café. This may include assisting to design publicity materials using the Café logo appropriately, and dialoguing with the administration of any related organization in outreach efforts. The IBCLC will be willing to assist with the development of any necessary press releases, and will be a willing member of the team organizing the Grand Opening.

Baby Cafés are encouraged to serve as educational opportunities for mentoring Baby Café Breastfeeding Counselors (BCBCs) using the Baby Café mentoring curriculum. The staff will be able to assist volunteers who need hours for the IBCLC certification process, or increasing basic knowledge of breastfeeding professionals. Anyone considering volunteering with Baby Cafes must apply through any associated volunteer office, and comply with the requirements.

