



Position Description

Position title:	Breast Pump Hiring Officer
Classification:	Volunteer position
Hours:	Flexible
Term:	The term of office is 2 years or until the person chooses to resign or is no longer a member of the Association. The volunteer may be reappointed annually, or until program revision determines otherwise.
Reports to:	Group Leader

About ABA

Since 1964 the Australian Breastfeeding Association (ABA) has been supporting mothers, parents and families who want to make breastmilk available to their babies. Via a volunteer workforce of around 1000 people, ABA provides evidence-based information and support to hundreds of thousands of mothers per year whilst raising awareness of the importance of breastfeeding and human milk for child and maternal health. ABA runs Australia's National Breastfeeding Helpline, Breastfeeding Education Classes, the Breastfeeding Friendly Workplace program and around 130 local support groups. ABA is a not-for-profit, a registered charity, Registered Training Organisation and Australia's leading provider of breastfeeding information.

Position objective

- To be the contact person for breast pump hire.
- To hire breast pumps in accordance with Australian Breastfeeding Association policies and procedures.
- Supports Key Result Area 1 (Breastfeeding Peer Support) and Key Result Area 6 (Organisational Viability) in the ABA Strategic Plan.

Requirements of the position

General

- Current ABA member
- Agree to abide by ABA's Code of Ethics
- Compliance with ABA Workplace Health and Safety (WHS) requirements
- View the ABA induction video

Skills/experience

- Must be competent in breast pump hiring, including:
 - assembly of the pump kits
 - operation of the breast pumps being hired
 - basic troubleshooting
 - breast pump hire paperwork.
- Experience as an ABA breastfeeding counsellor or breastfeeding educator desirable but not essential.
- Effective communication and record keeping skills.

Knowledge

- An understanding of the Association's Code of Ethics.



- A thorough understanding of the Association's breastfeeding information and the *Position Statement on Breastfeeding*.
- A thorough understanding of the Association's Hiring and Lending Policy, and breast pump policies and procedures.

Communication

Primary communication

- Mother or support person enquiring about hiring an electric breast pump.

Secondary communication

- Group treasurer
- Group leader
- Branch breast pump coordinator and/or other local breast pump hiring officers, where appropriate
- Breastfeeding counsellor or educator
- Test and tag technician and qualified electric breast pump technician when required.

Key responsibilities

- Hire breast pumps in accordance with ABA policies and procedures including providing the hirer with instructions, responsibilities and follow-up.
- Follow up hire fees promptly so that hirers do not become in arrears with hire fees.
- Maintain breast pump in accordance with ABA policies and procedures including cleaning, test and tag and servicing.
- Ensure data is kept securely and identifying data is removed/destroyed in accordance with ABA policies.
- Liaise with group treasurer regarding regular deposit of money into group bank account.
- Ensure all paperwork, resources, hire and pump records are maintained and up to date.
- Ensure that the breast pump hire listing on local group webpage is kept up to date.
- Provide regular reports to group leader on breast pump hire activities.
- Assist group leader to ensure breast pump details are included on group equipment list and National pump registry.
- Keep up to date with Association news and information by accessing MyABA, reading and responding to communications and participating in relevant skills development.
- Promote breast pump hire services in the local community.

Delegated authority

The Breast Pump Hiring Officer has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Key performance indicators

- Breast pumps are hired according to Association policies and procedures.
- Accurate pump hire records kept according to Association policy.
- Breast pumps are maintained for use, including cleaning, annual testing and tagging and servicing as required.
- Breast pumps are promoted in the local community.
- Participation in ongoing professional development activities occurs.



Revision history

Revision	Date	Description of modifications
	Aug 1996	Approved Board meeting 90
	Feb 2002	Reviewed by Lactation Aids Working Group, Approved by Breastfeeding Information Unit Convenor
	Aug 2002	Amended
PD014.201201	16 Jan 2012	Major revision by: Lactation Resource Centre/Breastfeeding Information/Publications management team
V5	18 Oct 2013	Reformatted for new website template update of qualifications and clarity of responsibilities and KPIs. Approved by BIP Management team
V6	April 2019	Updated qualifications. Approved by Senior Manager, Breastfeeding Information and Research.
V7	April 2021	Reviewed by National Breast Pump Working Group. Approved by Senior Manager, Breastfeeding Information and Research.
V8	May 2023	Updated qualifications. Reviewed by National Breast Pump Working Group. Approved by Executive Officer
V9	October 2023	Updated qualifications. Senior Manager Helpline Services & Volunteer Support