TITLE: BREASTFEEDING PEER COUNSELOR COORDINATOR

DEPARTMENT: HEALTH

DESCRIPTION:
Under limited supervision, manages the Women, Infants & Children (WIC) Breastfeeding Peer Counselor (BFPC) Program at the local level.

GENERAL DUTIES AND RESPONSIBILITIES:
The following duties are normal for this title. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- Attendance and dependability.
- Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:
While following tasks are necessary for this position, they are not an essential part of the duties of this position and may also be performed by other employees.
- Develop goals and objectives for the local agency’s (LA) peer counseling program.
- Implement policies and procedures designated by the state agency (SA) for the Breastfeeding Peer Counselor (BFPC) Program.
- Determine the peer counseling staffing needs.
- Recruit and interview potential peer counselors in alignment with program policies and standards.
- Provide orientation to new peer counselors immediately upon hiring and address local agency’s (LA) policies and procedures.
- Ensure that Peer Counselor attends regional peer counselor training.
- Provide local training and in-services as needed.
- Shall provide orientation and follow up training to local Women, Infants & Children (WIC) staff using the Loving Support training curriculum provided by the state agency (SA).
- Approves or provides lesson plans for peer counselors that teach classes specific to breastfeeding and ensures that peer counselors present on information that is allowed within their scope of work.
- Provide ongoing support and guidance to peer counselor staff.
- Shall ensure the peer counselors keep all information confidential obtained from WIC pregnant women and breastfeeding mother. Refer to policy 8.1.010.
- Provide instructions on handling information obtained from WIC pregnant and breastfeeding mothers.
- Ensure that Peer Counselors sign the local agency (LA) confidentiality statement at the time of hire and annually thereafter (see handout #12A).
- Keep the signed confidentiality statements for monitoring purposes.
- Hold meetings with peer counselors regularly and include them in Women, Infants & Children (WIC) staff meetings as applicable.
- Collect and review documentation of records and data from peer counselors to prepare the monthly Program Activity Report.
- Monitor the program, including conducting spot checks.

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ORDINANCE #: APPROVED:
PAY RANGE: 130
• Consult with state agency (SA) staff to assess for ongoing improvements to the program that may be needed.

**OTHER TASKS, DUTIES AND RESPONSIBILITIES:**

• The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all-inclusive list of the duties associated with this position.
• The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
• Must attend all required training sessions provided by the state agency (SA).
• Annually participates in continuing education on breastfeeding.
• May oversee other areas such as nutritionist and other staff positions as needed

**GENERAL PHYSICAL REQUIREMENTS:**

**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

• Ability to establish and maintain effective working relations with Women, Infants & Children (WIC) participants and team members and other health and social services department personnel as directed by his/her supervisor.

**MATHEMATICAL ABILITY**

**JUDGMENT AND SITUATIONAL REASONING ABILITY**

• Knowledge of program eligibility guidelines for the Women, Infants & Children (WIC) and other community health programs
• Skill in establishing and maintaining effective working relationships with Women, Infants & Children (WIC) and other health program participants, other City employees, and the public
• Skill in obtaining accurate test weights for Breastfeeding dyad.
• Skill in planning and organizing work assignments
• Ability to accurately record a progress note.

**PHYSICAL REQUIREMENTS**

• Requires long periods of sitting and or standing; must be mobile to such a degree that allows efficient and effective job-related movement such as moving around a work area or building to perform essential job functions; low levels of twisting and bending may be required.
• Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working;
• Must have degree of manual dexterity sufficient to operate common office equipment such as computers, typewriters, copiers, FAX machines, and telephones.

**ENVIRONMENTAL ADAPTABILITY**

• Ability and commitment to customer service.
• Ability to work under the close supervision of a Women, Infant & Children (WIC) Nutrition Coordinator
• Ability to maintain records and prepare reports.

**GENERAL QUALIFICATIONS:**
• Prefer candidates with one of the following credentials: Registered Dietitian (R.D.), Registered Nurse (R.N.), Nutritionist. Minimum requirements are: High school diploma or GED equivalent and at least two years full time clerical support work with International Board Certified Lactation Consult (I.B.C.L.C.) or other State-approved training in lactation management.
• Possess an understanding of the breastfeeding program management and promotion.
• Must possess a valid driver’s license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.
• Must have leadership skills and be able to teach and support peer counselors.

Employee Name (Please Print)                                      Date

Employee Name (Signature)