

JOB DESCRIPTION

CITY OF JOPLIN

BREASTFEEDING PEER COUNSELOR COORDINATOR

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.
- Complete monthly Peer Counselor Activity Report monthly and submit quarterly Peer Counselor Activity Report to Women, Infants & Children (WIC) State office.

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- 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:

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- 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)