

TANEY COUNTY HEALTH DEPARTMENT

POSITION DESCRIPTION

JOB TITLE: WIC Breastfeeding Peer Counselor
DIVISION: WIC
IMMEDIATE SUPERVISOR: WIC Division Manager
STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- I. Counseling Related Activities 80% of Time
 - A. Maintains an awareness and understanding of the WIC Program and keeps knowledge base current as well as federal funds available.
 - B. Teaches WIC breastfeeding classes to promote breastfeeding.
 - C. Assists with breastfeeding support group.
 - D. Makes referrals to other services when appropriate.
 - E. Provides support and education to breastfeeding women in the community, both by telephone and at the Health Department.
 - F. Counsels pregnant women and breastfeeding mothers by telephone and in the WIC office at scheduled intervals.
 - G. Acts as a role model for WIC mothers providing them with information about the importance of breastfeeding.
 - H. Assists in development of breastfeeding education materials. Assists in the evaluation of effectiveness of the materials.
 - I. Acts as the liaison between the Health Department, the community, and outside agencies assuring for professionalism.
 - J. Keeps accurate records of all contacts made with WIC participants using MOWINS. When making contacts outside of the Health Department, documents on contact logs provided by the State and transfers to MOWINS system (no later than the end of the month) assuring for timeliness and confidentiality.
 - K. Assists in the promotion and support of breastfeeding as the preferred method of feeding.

- II. Clinic Coordination Related Activities 20% of Time
 - A. Maintains an awareness and understanding of the Department's procedures and operations and keeps knowledge base current.
 - B. Schedules client visits assuring that client needs are met. Assists with assuring that the appropriate professionals are available to meet and accommodate client needs assuring for professionalism and confidentiality.
 - C. Greets walk-in clients and others and deals with their issues assuring for politeness, confidentiality, accuracy, and professionalism.
 - D. Completes follow-up documentation including entering client information into computer assuring for confidentiality, timeliness, and professionalism.
 - E. Provides troubleshooting and other assistance as needed to assist the clinic to run smoothly. Provides client referrals as needed.
 - F. Attend conferences or workshops on breastfeeding as determined by local agency.
 - G. Attends department staff meetings and division meetings.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions

and to perform any other Health Department-related duties requested by their supervisor; subject to reasonable accommodations.

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school degree.
- ◆ Preferably has personal breastfeeding experience.
- ◆ Valid driver's license.
- ◆ WIC Breastfeeding Counselor certification or completed breastfeeding training.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATIONS

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.