



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

WIC BREASTFEEDING PEER COUNSELOR

Position Information:

Supervised by: WIC Operations Manager

Supervises: Does not supervise others

Salary: Coordinator I

Classification: Non-Exempt

Terms of Employment: Regular-Part Time

Job Goal:

To provide basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers

Essential Responsibilities:

-
- Attends breastfeeding training to become a peer counselor and on-going training
 - Counsels WIC pregnant and breastfeeding mothers by visits in the office or home visit, and Breastfeeding classes.
 - Receives a specified caseload of WIC clients and makes routine periodic contacts with all clients assigned
 - Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. Ability to help mothers prevent and handle common breastfeeding concerns
 - Respects each client by keeping her information strictly confidential
 - Keeps accurate records of all contacts made with WIC clients and records appropriate documentation in TWIST
 - Refers mothers, according to clinic established protocols, to the:
 - WIC Nutritionist or breastfeeding coordinator
 - Lactation consultant
 - The mother's physician or nurse
 - Social service agencies
 - Attends and assists with prenatal classes and breastfeeding support groups
 - Attends staff meetings and breastfeeding conferences as appropriate
 - Reads assigned books and materials on breastfeeding that are provided by the supervisor
 - May assist WIC staff in promoting peer counseling through special projects and duties as assigned.
 - Be available outside work hours to new mothers having problems with breastfeeding

General Staff Responsibilities:

-
- Participate in staff meetings, conferences, training sessions and workshops as assigned
 - Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
 - Maintain congenial and respectful relations with staff, children, families and community
 - Keep current and accurate records and file reports on time
 - Maintain confidentiality in regards to staff and family information
 - Maintain objectives and professional standards
 - Improve self-skills and education
 - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
 - Be present at work in order to provide consistency of services
 - Be a contributory team member in a positive/productive manner

- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Education Requirements:

- High School diploma or equivalent

Experience and Skills Requirements:

- Has breastfeed at least one baby for at least 6 months (does not have to be currently breastfeeding)
- Enthusiastic about breastfeeding, and wants to help others enjoy a positive experience
- Are currently or have been a WIC client in the last 5 years
- Basic knowledge in computer data entry and/or word processing.
- Experience working in professional office environment with ability to communicate one- to-one, on telephone, and in group setting.
- Community service experience (preferred)
- Multi-cultural experience (preferred)
- WIC experience (preferred)
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Desire to work with low-income children and their families

General Staff Requirements:

- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Sort/alphabetize documents, records, and/or files
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements