

GRADE:6**DIVISION: ADOLESCENT AND CHILD HEALTH – WIC Peer Program**

POSITION SUMMARY:

A WIC Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers.

PRINCIPAL DUTIES/RESPONSIBILITIES:

To enhance the continuity of WIC's current breastfeeding education and counseling efforts by assisting WIC moms to reach their breastfeeding goals.

1. Support WIC mothers during a normal breastfeeding experience.
2. Encourage and promote breastfeeding to WIC participants.
3. Attend all clinic Breastfeeding classes to promote peer services, provide support, and education.
4. Address specific concerns of WIC expectant/breastfeeding mothers and correct any misinformation.
5. Share WIC-approved breastfeeding educational materials with participants.
6. Counsel WIC pregnant and breastfeeding mothers over the telephone and in person at scheduled intervals.
7. Follow up on WIC participants according to protocol. Will refer to the *Breastfeeding Peer Counseling Training Manual* for recommended contact frequency.
8. Be available to WIC participants outside of normal clinic hours.
9. Provide support and information to WIC breastfeeding mothers who may need help and/or advice to continue breastfeeding while working or attending school.
10. Teaches use, cleaning, and assembly of breast pumps to WIC moms.
11. Assists in maintaining breast pump inventory and communicating pump supply needs to clinic staff and/or supervisor. Document appropriate counseling information, such as participant name, date, and time spent with participants on Breastfeeding Peer Counseling logs in a timely manner.
12. Complete and submit *Breastfeeding Peer Counseling Monthly Activity Report* to the Breastfeeding Peer Counseling coordinator by the fifth day of the following month.
13. Document all contacts with participants in clinic records according to policy; keep all participant files in a secure area, in a locked drawer.
14. Attend all required meetings and in-services.
15. Abide by clinic policy concerning participant confidentiality.
16. Provide appropriate referrals when needed.
17. Counselors may also be allowed to bring their nursing baby/babies to work per discretion of the local Administrative Director and in accordance with the current Infant at Work Policy.
18. Complete required training in support of duties and responsibilities of this position.
19. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

MANDATORY TRAINING:

Counselors will receive all of the following training:

- WIC Breastfeeding Peer Counselor Orientation

- Breastfeeding Educator Course (completion required within one year of employment, with refresher completed at least every three years)
- Breast pump training

QUALIFICATIONS/SPECIFICATIONS:

- Possess a high school diploma or GED.
- Are receiving or have received WIC services.
- Have successfully breastfed at least one baby six months or longer.
- Possess good communication skills.
- Have access to a telephone and reliable transportation.
- Are enthusiastic about breastfeeding and a desire to help other mothers enjoy a positive experience.
- **When essential, bilingual in Spanish/English or Burmese/English will be required or preferred.**

Licenses: Valid Oklahoma Driver's License required

REFERRALS:

Counselors will make immediate referrals according to the individual local agency's established referral system when they encounter:

- Breastfeeding problems outside the normal breastfeeding experience.
- Breastfeeding problems not resolved within 24 hours of Counselor's intervention.
- Problems in an area other than breastfeeding.
- Issues beyond their scope of expertise.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Internal contact with clerical and clinical staff to schedule breastfeeding peer services.
- External contact with OSDH Peer Counselor Program staff, clients, and community partners to facilitate work of Peer Counselor Program.

PHYSICAL EFFORT:

Reach filing shelves at a height of approximately seven feet; regular physical effort required to stand for extended periods of time; and lifting boxes weighing up to 25 pounds.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned computer hardware and software equipment and company provided cell phones.

Reports to- WIC Supervisor

WORKING CONDITIONS:

Potential exposure to communicable diseases and a noisy and crowded work environment, which may lead to stressful conditions.

SPECIAL REQUIREMENTS:

- Must maintain TCCHD records confidentiality unless officially authorized to release a record.
- Must possess ability and willingness to perform job-related travel.

- Flexibility to work extended daytime and evening hours, as necessary.

FLSA Status: Non-Exempt