

SARPY/CASS

Health Department

Position Title:	Breastfeeding Peer Counselor Lead				
Agency Unit:	Health Promotion				
Reports to:	Health Director or Designee	Supervises:	NA		
Employment Status:	Part-time 14-18 hours/week	Pay Grade:	\$13.00 / per hour	FLSA Status:	Non-Exempt

Position Summary: Under supervision, provides both basic breastfeeding information, positive reinforcement and encouragement to WIC pregnant and breastfeeding mothers, and assists peer counselors in their positions. Performs related work as assigned. Must be available outside of normal business hours to assist new mothers breastfeed successfully.

Specific Duties: Under general supervision of the Health Director or designee, the Breastfeeding Peer Counselor Lead performs the following duties within the framework of the Department’s provision of the core functions and essential services of public health:

Breastfeeding Peer Counselor Lead duties:

- Attend and complete breastfeeding training classes to become a peer counselor.
- Attend Journey Management Information System (MIS) training clinic or other similar training as directed by the Local Agency.
- Assists parents in accessing needed breastfeeding resources through referrals, according to WIC clinic-established protocols to:
 - WIC Certified Professional Authority.
 - Local Agency Breastfeeding Coordinator.
 - Lactation consultant/IBCLC.
 - Mother’s and/or infant’s Health Careprovider or nurse.
 - Public health programs in the community.
 - Social service agencies.
- Counsel WIC pregnant and breastfeeding mothers by telephone, e-mail, text, and home, WIC clinic, and/or hospital visits.
- Follow Loving Support guidelines regarding basic breastfeeding support for new mothers.
- Maintains accurate records of contacts made with WIC clients, collects and enters data required by the State and/or local agency and records this information within the WIC Journey MIS.
- Instructs breastfeeding classes for pregnant and postpartum mothers and leads breastfeeding support groups as directed.
- Reads assigned books and materials on breastfeeding that are provided by the supervisor.
- Assists, as needed, in interviewing prospective peer counselors and assists in training new peer counselors.
- Assists WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.
- Supports breastfeeding peer counselors by ensuring timely submission of payroll reports and providing routine follow-up, evaluation, guidance and continuing education opportunities.

SARPY/CASS

Health Department

- Provides ongoing direction to peers to ensure adherence to program policies.
- Holds regular meetings with breastfeeding peer counselors.
- Reviews peer counselor activity logs at a minimum of monthly.
- Assists with monitoring the program, including conducting spot checks biannually and as needed implementing and monitoring quality assurance projects.
- Routinely reports on the program to supervisor and Local Agency Breastfeeding Coordinator.
- Works with Department and WIC staff to assess for ongoing improvements to the program and collaborative training needs and opportunities.
- Attends monthly Department staff meetings, quarterly WIC all staff meetings, Douglas and Sarpy County Breastfeeding Coalition meetings, quarterly Douglas/Sarpy County WIC Breastfeeding Taskforce meetings and breastfeeding trainings as appropriate.
- Assists in supporting Department, Local Agency and statewide program goals and objectives.
- Assists in supporting Department, Local Agency and statewide peer counseling program protocols and policies.
- May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.
- Performs related duties as assigned

Additional Duties:

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Adhere to all HIPAA, Department, and WIC confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers and the general public; resolve conflict.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Health Director or designee, to maintain knowledge and to develop skills necessary to assure duties are performed satisfactorily.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.

Qualifications:

- Previous Peer Counselor experience preferred.
- Current or previous WIC participant preferred.
- Has successfully breastfed at least one baby for at least 6 months (does not have to be currently breastfeeding).
- Has demonstrated expertise in breastfeeding management and promotion.
- Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.
- Can work approximately 14-18 hours per week.
- Has demonstrated experience in program management.
- Must possess a valid driver's license at the time of hire, and maintain it throughout the course of employment.
- Has reliable transportation.
- Is willing to make phone calls from home and is available after clinic hours.
- Has positive communication skills.
- Successful completion of a criminal records check and drug screen test.
- Non-tobacco user.
- Reflects the population served in age, ethnicity, education, and language.
- High school diploma or GED preferred.
- Bilingual preferred.

Training:

- Completes the Loving Support Through Peer Counseling training.
- Completes the Journey MIS training.
- Completes other training as assigned.
- Reads assigned books or materials about breastfeeding.
- Attends breastfeeding classes and observes other peer counselors or lactation consultants helping mothers breastfeed, if possible.
- Confidentiality training.
- Department orientation.
- Referral information and mandatory reporting requirements.

Work Environment:

Work is generally performed indoors in an office setting or community sites, but may occasionally be performed outdoors. The incumbents schedule may involve varied days, hours, weekends, holidays, and call-ins. Work may be fast-paced when dealing with multiple priorities. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations in Sarpy, Cass, and Douglas counties.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry clients, supplies, and other materials weighing up to 25lbs.



Duties also require the ability to tolerate contact with or exposure to adverse socio-economic conditions, offensive odors, or body fluids (mother’s milk).

Required sensory abilities include vision and hearing. Visual abilities, correctable to normal ranges, include close and distance, as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Employment with the Department is contingent upon adequate funding levels to sustain program operations.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Employee’s Signature

Date

Health Director’s Signature

Date

