



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Breastfeeding Peer Counselor
Dept./Division: Health Division/WIC
Unit: WIC
Job Family/Class: Health Representative Series
Supervised By: WIC Program Coordinator
Employee Type: Hourly
Pay Grade: 13

NATURE OF WORK:

The Breastfeeding Peer Counselor provides basic breastfeeding information and encouragement to pregnant and breastfeeding mothers.

ESSENTIAL FUNCTIONS:

- Attend and assist with WIC Prenatal Classes and breastfeeding support groups; this includes programs.
- Attend monthly staff meetings and breastfeeding conferences/workshops as required.
- Acts as a peer counselor for new mothers, including sharing breastfeeding information and helping mothers prevent and handle common breastfeeding concerns.
- Observe other peer counselors or lactation consultants helping mothers' breastfeed.
- Stay informed of the latest information, evidence based recommendations, research through various resources, and materials that pertains to breastfeeding.
- Assist WIC Staff in promoting breastfeeding peer counseling through special projects.
- Develop outreach techniques such as a bulletin board, flyer, postcard, and classes.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Health and community resources;
- Customer service principles;
- Recordkeeping principles;
- Basic knowledge of breastfeeding techniques;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Ability to comply with established breastfeeding guidelines and literature;
- Ability to provide basic knowledge of common breastfeeding concerns;
- Able to create flyers and other educational materials to promote breastfeeding;
- Operating a variety of office equipment, including a computer and related software applications;

- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED and is currently breastfeeding and/or has breastfed at least for one (1) years of experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Proficient in Microsoft Office Word and STARS Software is preferred;
- Bilingual English/Spanish is required.

LICENSING REQUIREMENTS:

- Must attend WIC Skills Building Workshops (includes introduction to Breastfeeding) and must complete a Certified Breastfeeding Counselor course or equivalent training approved by ITCA Breastfeeding Coordinator within 6 months of hire;
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, poor ventilation, chemicals, oils, bodily fluids, extreme temperatures, work space restrictions, and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date