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| **Job Title:** | ***Breastfeeding Coordinator*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *WIC* | **Pay Classification:** | *Exempt* |
| **Level/Salary Range:** | *$25.24-28.17* | **Position Reports to:** | *Director of WIC* |
| **Civil Service Classification:** | *Unclassified* | **Position Type:** | *Full Time*  |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision the Breast Feeding Coordinator implements and evaluates the WIC program breastfeeding support policies and manages the Breast Feeding Peer Helper Program. Position counsels breastfeeding WIC mothers and advocates for breastfeeding in the community/workplace and coordinates breastfeeding promotion and support services within the WIC clinic and the local community. Position also performs job duties of a dietitian.

**Experience and Education Requirements**

State of Ohio licensed dietitian, one (1) year to three (3) years of experience as a dietitian preferably in a health care setting or an equivalent combination of education and experience. Must have expertise in breastfeeding management and promotion and have credentials of an International Board Certified Lactation Consultant or has other certification in lactation management (CLS or other WIC approved training of at least thirty (30) course hours). Must meet the Ohio Department of Health WIC Program Local Project Breastfeeding Coordinator Competency Statement qualification as well as meet the Ohio Department of Health WIC Program Certifying Health Professional minimum qualifications.

Valid driver’s license with an acceptable driving records.

**Public Health Competencies and Essential Duties**

**Public Health Sciences**

1. Applies public health sciences in the administration and management of programs
2. Uses evidence in developing , implementing, evaluating and improving programs and services

**Community Dimensions of Practice**

1. Suggests relationships that may be needed to improve health in the community
2. Maintains relationships that improve health in a community
3. Uses community input for developing, implementing and evaluating programs and services

**Leadership and Systems Thinking**

1. Incorporates ethical standards of practice into all interactions
2. Provides opportunities for professional development for individuals and teams
3. Contributes to continuous improvement of individuals, program and organizational performances
4. Contributes to the development of a vision for a healthy community
5. Able to describe the need for professional development
6. Participates in professional development opportunities
7. Able to describe ways to improve individual and program performance

**Policy Development and Program Planning**

1. Develops program goals and objectives
2. Contributes to the development of the organizational strategic plan
3. Monitors current and projected trends
4. Implements strategies for continuous quality improvement
5. Contributes to development of program goals and objectives
6. Describes organizational strategic plan
7. Contributes to implementation of organizational strategic plan

**Communication and Cultural Competency**

1. Facilitates communication among individuals, groups and organizations
2. Recognizes ways diversity influences programs and services
3. Supports diverse perspectives in developing and implementing programs
4. Advocates for a diverse population in the workforce
5. Communicates in writing and orally with linguistic and cultural proficiency
6. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Justifies programs for inclusion in organizational budgets
2. Manages programs with current and projected budgets and staffing levels
3. Motivates personnel for the purpose of achieving program and organizational goals
4. Adheres to organizational policies and procedures
5. Operates programs within budget
6. Uses performance management systems for organizational improvement

**Essential Duties**

1. Determines WIC eligibility for applicants.
2. Assesses WIC applicants’ medical and health history including growth and weight gain charts.
3. Documents information on nutrition care plans.
4. Identifies and implements individual care plans for participants
5. Prescribes and issues WIC food benefits.
6. Sets mutually agreed upon nutrition goals with participants and monitors participants’ progress in attaining such goals.
7. Makes appropriate referrals to healthcare providers and community agencies.
8. Teaches nutrition education and breastfeeding classes
9. Teaches hand expression of breastmilk and use of breast pumps
10. Manages the Ohio WIC Breastfeeding Peer Helper Program.
11. Assists WIC mothers in implementing special plans for the continuation of breastfeeding in cooperation with other health professionals.
12. Provides staff in-services on breastfeeding promotion and support.
13. Mentors health professionals to enhance their basic breastfeeding knowledge.
14. Networks with community agencies and organizations to promote breastfeeding as the accepted norm.
15. Manages WIC breast pump program.
16. Participates in the Breastfeeding Coalition of Tuscarawas County.
17. Prepares correspondence and reports for various departments as needed.
18. Meets requirements for continuing education to maintain registration and licensure by respective credentialing and state licensing agency.
19. Attends staff meetings and serves on temporary committees, as requested, and is punctual with attendance at such meetings.
20. Prepares and maintains appropriate records and completes reports by required deadlines.
21. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service.
22. Ensures screening and referrals for lead testing, immunizations and alcohol use are performed
23. Completes height and weight measurements and lab work as needed
24. Performs additional duties and assignments, as requested
25. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:**  |  | **Date:** |  |