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| **Job Title:** | ***Breastfeeding Peer Helper*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *WIC* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$16.21-19.12* | **Position Reports to:** | *WIC Breastfeeding Coordinator and WIC Director* |
| **Civil Service Classification:** | *classified* | **Position Type:** | *Part Time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision the Breastfeeding Peer Helper is a paraprofessional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers.

**Experience and Education Requirements**

Must have a high school diploma or equivalent. Has breastfed at least one baby (exclusively or substantially) for at least six (6) months (does not have to be currently breastfeeding), is of similar economic, educational, and cultural background as the WIC participants. Individual must be enthusiastic about breastfeeding and has a telephone and is willing to make phone calls from home outside of normal clinic hours. Must have reliable transportation.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Core Competencies and Essential Duties**

**Public Health Sciences**

1. Establish, maintain, code, modify, track, and/or retrieve information and compile data that may require information, searches through files, contracts, records, computer files, including spreadsheets and/or customized database applications
2. Interview internal and external customers to establish program-specific documentation and/or identify services needed.

**Community Dimensions of Practice**

1. Under general supervision, prepares public health documents and reports
2. Supports relationships that improve community health

**Leadership and Systems Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of public health practices
3. Contributes to the development of a vision for a healthy community
4. Participates in professional development opportunities
5. Describes ways to improve individual and program performance

**Policy Development and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Contributes to development program goals and objectives
4. Describes organizational strategic plan and contributes to that plan
5. Applies strategies for continuous quality improvement

**Communication and Cultural Competency**

1. Answers telephones, screens calls, responds to inquiries and refers callers to appropriate persons
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
4. Communicates in writing and orally with linguistic and cultural proficiency
5. Facilities communication among individuals, groups and organizations
6. Able to describe the value of a diverse public health workforce

**Financial Planning and Management**

1. Operates within program budget
2. Adheres to all organizational policies and procedures
3. Uses performance management system for program and organizational improvement

**Essential Duties**

1. Makes contact with WIC pregnant and breastfeeding mothers in the clinic, by phone, in home and/or hospital visits.
2. Offers breastfeeding help, support, and discusses breastfeeding goals.
3. Receives a caseload of WIC clients and makes routine periodic contacts with all assigned clients.
4. Provides basic breastfeeding information and support to new mothers (benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding).
5. Keeps accurate records of all contacts made with WIC clients.
6. Refers mothers to lactation consultants, physicians, or social services agencies, according to clinic protocols.
7. Assists with breastfeeding classes and breastfeeding support group meetings.
8. Makes self-available to clients outside of normal 8:00-4:00 working hours to mothers who are having breastfeeding problems.
9. Assists in training new breastfeeding peer helpers.
10. Maintains departmental files in a confidentialmanner.
11. Attends staff meetings and serves on temporary committees, as requested, and is required to be punctual at these meetings.
12. Prepares and maintains appropriate records and accurately completes reports by required deadlines.
13. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
14. Performs additional duties and assignments, as requested
15. 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:** |  |