



## **POSITION DESCRIPTION**

**DEPARTMENT:** PUBLIC HEALTH

**POSITION TITLE:** WIC Breastfeeding Peer Counselor (BFPC)/Healthy Start Home Visitor

**GRADE:** 3

**EMPLOYMENT CATEGORY:** Grant Funded/Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** WIC Supervisor/Department Head

### **POSITION SUMMARY:**

*Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff and clients, are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.*

This position provides basic breastfeeding information and support to WIC mothers and requires personal breastfeeding experience as well as requires work in the homes of high-risk families. Quality Improvement practices will be embedded in the everyday workload. This position reports to the WIC Program Supervisor and/or the Barton County Health Department Director and has no supervisory responsibility and exercises judgment with some supervision.

This position requires a lay person that has successfully breastfed at least one infant for at least six months.

### **FUNDAMENTAL JOB DUTIES:**

1. Counsels WIC pregnant and breastfeeding mothers by telephone, text messages, WIC clinic visits, home visits, and/or hospital visits at scheduled intervals determined by the local WIC program.
2. Visits new mothers prenatally in the office or home setting within 2 weeks of referral.
3. Visits new mothers/families in their home within 2 weeks of delivery and/or leaving the hospital.
4. Observes the environment and makes recommendations in the best interests of the family's health.
5. Charts visits and inputs statistics in the computer.
6. Teaches basic living skills as needed.
7. Works closely with Maternal and Child Staff and relays concerns, and referral needs as appropriate.

8. Has successfully breastfed at least one infant for at least 6 months (does not have to be currently breastfeeding).
9. Is enthusiastic about breastfeeding, and wants to help other mothers enjoy a positive experience
10. Is a member of the population that will be served (preferred current or former WIC client.)
11. Completes required training and obtains continuing education as needed.
12. Receives a caseload of WIC clients and makes required routine periodic contacts with all clients assigned.
13. Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding concerns.
  - a. Provide emotional support to mother and her significant other through personal interaction.
  - b. Provide the mother with advice on aspects of normal breastfeeding.
  - c. Provide anticipatory guidance to reduce the occurrence of problems.
  - d. Provide information on the effect of foods, medications, and home remedies on lactation within guidelines addressed in training.
14. Respects each client by keeping her information strictly confidential.
15. Keeps accurate records of all contacts made with WIC clients.
16. Refers mothers, according to clinic-established protocols, to the:
  - a. WIC breastfeeding coordinator or nutritionist.
  - b. The mother's physician or nurse.
  - c. Lactation consultant.
  - d. Public health programs in the community.
17. Facilitates and assists with prenatal classes and breastfeeding support groups as assigned.
18. Teaches breastfeeding classes.
19. May assist the local WIC clinic's breast pump program.
20. Attends monthly staff meetings and breastfeeding conferences/workshops as appropriate.
21. Reads assigned books and materials on breastfeeding that are provided by the supervisor.
22. May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.

## **EDUCATION:**

High School Diploma or GED.

## **EXPERIENCE / SKILLS:**

Basic computer skills required. Have parenting experience and excellent Interpersonal Communication skills. Has successfully breastfed at least one infant for at least 6 months (does not have to be currently

breastfeeding). Must be able to learn new skills as needed and have a willingness to the Team Approach.

- Ability to differentiate between home visitor and nursing responsibilities
- Demonstrate the ability to respect the confidentiality of a client relationship
- Demonstrate effective communication skills
- Present a warm, concerned, culturally sensitive attitude toward families
- Be knowledgeable of available community resources and how to utilize them
- Take direction and carry out decisions made by supervisor
- Work independently in a dependable manner
- Model a healthy lifestyle while interacting with clients

### **PHYSICAL REQUIREMENTS / ABILITIES:**

Applicant must have a valid Kansas driver's license. This position requires sitting, standing, bending and occasionally lifting up to 30 pounds. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. This person needs to be able to respond to situations in a calm and effective manner. CPR certification required.

### **WORKING CONDITIONS / ENVIRONMENT:**

Requires working closely with clients, including infants. High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases.

This work occurs in the clinic, 75% of the time is spent with clients.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head Signature \_\_\_\_\_