

## **WIC Breastfeeding Peer Counselor (Hourly)**

Reports to: Peer Counselor Supervisor

Department: WIC

Classification Group: B

Date: October 1, 2022

### **JOB SUMMARY:**

A WIC Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to pregnant and breastfeeding participants.

### **ESSENTIAL RESPONSIBILITIES:**

1. Completes breastfeeding training modules to become a peer counselor.
2. Receives a caseload of WIC mothers and makes routine periodic contacts with all mothers assigned.
3. Gives basic breastfeeding information and support to new mothers and helps mothers prevent and handle common breastfeeding concerns.
4. Counsels mothers at the WIC clinic, by phone, or during hospital visits at scheduled intervals as determined by the local agency.
5. Is available outside normal WIC clinic operation hours to new mothers who are having breastfeeding problems.
6. Respects each mother by keeping her information strictly confidential.
7. Keeps accurate records of all contacts made with WIC mothers.
8. Refers mothers, according to clinic established protocols, to:
  - WIC nutritionist or breastfeeding coordinator
  - Lactation consultant.
  - Mother's physician or nurse.
  - Public health programs in the community.
  - Social service agencies.
9. May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned.
10. Attends standard peer counseling training and on-going training as directed.
11. Attends peer counselor meetings and in-services as directed.
12. Schedules WIC participant appointments as necessary.
13. Responsible for safeguarding participant files at all times.
14. Required to work all WIC clinic sites.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs overnight travel as required.
2. Safely drives all WIC vehicles.
3. Attends and assists with prenatal classes and breastfeeding support groups as needed.
4. Attends monthly staff meetings and breastfeeding conferences/workshops as appropriate.
5. Reads assigned books and materials on breastfeeding that are provided by the supervisor.
6. Mandated child abuse/neglect reporter

7. Follows the program procedures relating to confidentiality

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Demonstrated basic oral and written communication skills and an ability to utilize counseling techniques. (Required).
2. Basic computer skills for data input (Required).
3. Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.
4. Is willing to be available to mothers outside WIC clinic hours and make/receive phone calls/text messages from home.
5. Can work the number of hours specified by the local WIC agency.
6. Has reliable transportation.
7. Comfortable with leading small groups such as support group setting.

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. Must have a high school diploma or GED (Required).
2. Has breastfed at least one baby (Required).
3. PA Driver's License (Required).
4. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)

I understand the above job responsibilities and agree to perform these duties as assigned.

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_