



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: WIC Breastfeeding Peer Counselor  
Department: Public Health  
FLSA Status: Non-Exempt  
WC Code: 8835  
Effective Date: September 21, 2010  
Last Revised: August 23, 2019  
Pay Grade: A12  
Union: AFSCME

#### SUMMARY

The WIC breastfeeding peer counselor is a paraprofessional support position responsible for providing breastfeeding information and encouragement to pregnant and breastfeeding WIC mothers. Primary responsibilities include carrying out the program focus of supporting women during breastfeeding to increase duration and longevity of breastfeeding to the WIC population. Incumbents must possess recent and/or direct, long-term experience with breastfeeding and the ability to relate to the current WIC population being served. The position requires dedication to supporting breastfeeding and a desire to help others succeed in breastfeeding. Work is performed under the supervision of the WIC Coordinator who reviews work for compliance with applicable laws, rules and regulations, as well as for results attained. General direction is provided by the breastfeeding peer counseling coordinator, including training, coaching, mentoring and monitoring.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Provides breastfeeding counseling and instruction for pregnant and breastfeeding participants during WIC office appointments, home visits, and telephone follow-up to help prevent and handle common breastfeeding concerns.
2. Assists participants in exploring and addressing barriers to breastfeeding by assessing issues that may complicate breastfeeding and identifying sources of support for the participant.
3. Refers participants according to clinic established protocols to WIC Nutritionist, the participant's physician or nurse, public health programs, or social service agencies.
4. Attends and assists with prenatal classes and breastfeeding classes and support groups; and encourages participants to attend pre-natal classes.
5. Assists participants during post-partum period in preventing common concerns and managing breastfeeding problems; visits with participants to assess baby positioning and proper latching; and discusses common breastfeeding problems and offers suggestions.

6. Assists participants in maintaining breastfeeding by suggesting ways to incorporate breastfeeding into daily routines; counsels on methods of maintaining milk supply and breast pump usage; and responds to and address child growth and development questions, as needed.
7. Maintains various records and chart notes; records advice given to WIC participants and documents methods and types of referrals in participant contact logs.
8. Assists WIC staff in promoting breastfeeding peer counseling through special projects; promotes and supports activities within the community including outreach with mother/infant programs, physician offices, hospitals, and local coalitions.
9. Makes routine periodic contacts with participants on assigned caseload.
10. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

The WIC Breastfeeding Peer Counselor receives general supervision from assigned management staff. Supervision is not a responsibility for staff assigned to this classification.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Knowledge of breastfeeding promotion and support strategies; infant nutrition and related issues; methods and techniques used in breastfeeding; adult instructional methods and techniques; and methods and techniques of recording and documenting information. Skills to perform maternal, child, and feeding assessments related to lactation; educate participants about breastfeeding and human lactation using adult education principles; provide support and instructional care for breastfeeding participants; perform organized record keeping; and use Excel, Outlook, and Microsoft Word or equivalent computer programs. Ability to respect the privacy, dignity, and confidentiality of participants and families; establish and maintain effective relationships with participants, coworkers, and the general public; and communicate clearly and concisely, both orally and in writing.

#### EDUCATION AND EXPERIENCE

One year of knowledge and experience with breastfeeding. Requires excellent communication and listening skills. Must possess sufficient literacy and fluency in English to complete advanced breastfeeding training and written reporting requirements including documentation of participant contacts. Strong organizational, record keeping, computer skill preferred. Must be professional and personable and have experience working with people from diverse backgrounds.

#### JOB IMPACT

Consequences of error could include public embarrassment; exposure to litigation; and physical harm and/or delay in food delivery to individual clients due to improper lab procedures/values or WIC voucher error. Problems encountered generally revolve around dealing with clients/patients who may be anxious, verbally abusive and/or have other medical/emotional problems; and dealing with individuals/vendors who are abusing the WIC program. Decisions are made by referring to departmental policies and procedures, the State WIC manual and by consulting with other clinical staff.

#### JOB CONTACTS

This position works directly with individual clients and their families, the State WIC office, contracted WIC stores in the community, and other social service agencies/resources.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; read and interpret documents such as operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### OTHER SKILLS AND ABILITIES

Interviewing and counseling techniques; the operation of standard office equipment.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Incumbents in this classification are exposed to communicable diseases, including blood-borne diseases. Incumbents are occasionally required to lift and/or carry boxes of supplies weighing up to approximately 25 pounds. Employees are also required to drive to outlying rural clinics in possibly hazardous weather and/or road conditions. This position is impacted by the necessity of meeting timelines; repetitiveness of explanations and procedures; heavy or uncontrollable work flow; the need to make judgments under pressure; the need for accuracy; and uncontrollable interruptions.

### PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Normal		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="checkbox"/>			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="checkbox"/>			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>