



Defiance County General Health District

Position Title:	Breastfeeding Peer Helper				
Agency Unit:	WIC		Reports to:	WIC Director	
Employment Status:	Part-time	Pay Grade:	1	FLSA Status:	Classified, Non-Exempt

Position Summary:

Under the direction of the WIC Director, the Breastfeeding Peer Helper is responsible for providing breastfeeding information to pregnant and breastfeeding women, making referrals following policy and protocols, and assisting with the breastfeeding activities of the WIC Project.

Minimum Qualifications:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below:

1. Must have breastfed an infant exclusively or substantially for at least six months; must be a former or current WIC participant or eligible for WIC services (As defined by WIC grant guidelines).
2. Must have a valid State of Ohio driver’s license and remain insurable in accordance with the Health District’s insurance policy.

Essential Duties:

For purposes of 42 USC 12101:

1. Establish and maintain ongoing contact with the pregnant or breastfeeding participants at clinics, by telephone or by mail.
2. Provide breastfeeding education and advocacy:
 - Educate parents about breastfeeding
 - Describe benefits of breastfeeding
 - Provide anticipatory guidance to reduce the occurrence of problems
 - Provide information and additional breastfeeding resources
 - Educate regarding effects of supplemental and complementary feeding on lactation
 - Address cultural attitudes and practices, including various myths and misconception about breastfeeding
 - Provide emotional support to mother and significant other
 - Assist in teaching breastfeeding classes and encourage breastfeeding support groups
3. Demonstrate techniques and communication skills:
 - Demonstrate various positioning techniques for mother and baby
 - Explain assistance technique to manage milk supply
4. Obtain written consent from mother for breastfeeding consultation session
5. Provide long term breastfeeding support:
 - Assist in implementing plans for the continuation of breastfeeding
 - Help with minor breastfeeding difficulties
6. Complete training:



Defiance County General Health District

Position Title:	Breastfeeding Peer Helper				
Agency Unit:	WIC		Reports to:	WIC Director	
Employment Status:	Part-time	Pay Grade:	1	FLSA Status:	Classified, Non-Exempt

- Complete required trainings: Loving Support Peer Counselor Training: Grow and Glow; Conflict of Interest; Civils Right; VENA training; and WIC System and Security training
 - Required to complete six hours of continuing education annually
 - May attend annual peer meetings and quarterly peer conference calls. May complete CLC/CLS training after one year of employment; if peer helper receives financial assistance from WIC to attain credentials, must commit to working at least one additional year in the WIC program
7. Participate in activities:
- Provide and participate in WIC and All-staff meetings/trainings
 - Attend or present at WIC staff meetings
8. Refer to WIC Director or Director of Nursing when appropriate per Yield List

Other Duties & Responsibilities

1. Maintains required licensure and certification.
2. Attends meetings, conferences and seminars related to health district operations.
3. Ensures that all records are maintained in accordance with applicable privacy laws, policies and procedures.
4. Demonstrates regular and predictable attendance.
5. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
6. Participates in Health District disaster preparedness trainings and activities; may be required to report for work outside normal working hours during an emergency.
7. Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the Defiance County General Health District.

Minimum Acceptable Characteristics

(* Indicates developed after employment)

The following are examples only and are not intended to be all inclusive:

1. **Knowledge of:** department policies and procedures; proper lifting techniques; public relations; office practices and procedures; records management.
2. **Skill in:** data entry; computer operation; use of modern office equipment; motor vehicle operation.
3. **Ability to:** carry out detailed but basic written or oral instructions; complete routine forms; prepare accurate documentation; communicate effectively; gather, collate, and classify information; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites; move quickly and effectively from one task to another.



Defiance County General Health District

Position Title:	Breastfeeding Peer Helper				
Agency Unit:	WIC		Reports to:	WIC Director	
Employment Status:	Part-time	Pay Grade:	1	FLSA Status:	Classified, Non-Exempt

Key Competencies:

The Council on Linkages Between Academia and Public Health Practice 2014 Core Competencies for Public Health Professionals: Tier 1

- Analytical/Assessment Skills 1A11
- Policy Development/Program Planning Skills 2A2; 2A3; 2A4; 2A8; 2A10-2A11
- Communication Skills 3A1; 3A2
- Cultural Competency Skills 4A2; 4A5
- Community Dimensions of Practice Skills 5A1; 5A4- 5A5; 5A7 – 5A9
- Public Health Sciences Skills
- Financial Planning and Management Skills 7A3; 7A12 - 14
- Leadership and Systems Thinking Skills 8A1; 8A6; 8A7; 8A9

Work Environment:

The following are examples only and are not intended to be all inclusive:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform other job duties.

1. The noise level in the office work environment is generally quiet other than outbursts from children or adults. Most of the work performed is in a typical office or clinic setting. However, where other public health functions are required increased decibel levels may be encountered.
2. Occasional work may be required out of doors, in any weather condition, if called upon to perform necessary health department or emergency functions.
3. Some travel involved, normally not exceeding five workdays in duration.
4. Worker is occasionally exposed to hostile clients, whose actions against the worker may include threats, harassment, and attempted bribery.
5. Exposure to toxic /caustic chemicals/detergents, odors /gases, high pitched noises, communicable diseases, and blood and/or body fluids.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform other job duties.

1. Ability to sit for periods of time, reaching, typing, grasping, feeling, writing, and repetitive motions.



Defiance County General Health District

Position Title:	Breastfeeding Peer Helper				
Agency Unit:	WIC		Reports to:	WIC Director	
Employment Status:	Part-time	Pay Grade:	1	FLSA Status:	Classified, Non-Exempt

2. Ability to engage in climbing, balancing, stooping, kneeling, crouching, crawling, standing, walking, lifting, and other repetitive motions.
3. Exerts up to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects with the human body.
4. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.
5. Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Equipment Operated:

Standard business office equipment (computer, telephone, copier, fax machine); automobile; medical equipment, devices and instruments.

Position Titles of Positions Directly Supervised

None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents.

Approvals:

Supervisor Name	Title	Date
Employee Name	Title	Date