



Public Health  
Protect. Promote. Prevent.

# JOB DESCRIPTION

**AGENCY**  
Meigs County Health Department

**DIVISION**  
WIC

New Position     Change

**COUNTY OF EMPLOYMENT**  
Meigs

**USUAL WORKING TITLE OF POSITION**

Breastfeeding Peer Helper

**TITLE OF IMMEDIATE SUPERVISOR**

WIC Dir./ Breastfeeding Coordinator

**NORMAL WORKING HOURS (Explain unusual or rotating shift)**

Monday –Wednesday 6 hours per day. Total of 12 hours per week. Hours or days may vary depending on participant schedules, may include evenings and weekends. (Classified/non-exempt)

**NORMAL WORKING CONDITIONS**

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 the essential functions.

May have occasional exposure to blood, bodily fluids, and tissue; may have exposure to unruly children and adults; may have occasional operation of a vehicle in inclement weather; Minimal lifting.

**ESSENTIAL FUNCTIONS**

100%

Under the supervision of the Breastfeeding Coordinator or Peer Supervisor, the Breastfeeding Peer is responsible for providing information to pregnant and breastfeeding women, making referrals following policy and protocols, and assisting with the breastfeeding activities of the WIC Project; Have ongoing contact with the pregnant or breastfeeding participants, at the clinics, on the telephone (in the clinic or at home as required) ,or by mail; Offer information to the participant concerning: positioning and latch-on, how to tell if baby is getting enough, how to make milk, normal infant behavior, how to return to work or school, and how to wean; Make referrals to the Lactation Consultant or other health care professional when necessary when appropriate; Complete documentation on all nursing mothers; Assist with group classes, conduct breastfeeding support meeting; Issue breast pumps; Assist the Lactation Consultants with home visits; Serve as a breastfeeding resource person to WIC staff; Maintain equipment and supplies necessary for the job; assist with clinic and health fair displays; Quality Improvement efforts.

**MINIMUM ACCEPTABLE CHARACTERISTICS**

**Knowledge:** Ability to establish and maintain effective working relationships with individuals and groups  
**Skills:** Ability to present ideas clearly and concisely; Ability to follow basic oral and written instructions; Ability to plan and organize work effectively

**REQUIRED EDUCATION AND EXPERIENCE**

Must have breastfed one baby for at least six months. Must complete minimum 20 hours State approved training and obtain 6 hours continuing education credit per year in the field of lactation. This can be obtained by attending any WIC sponsored Breastfeeding Peer training, Ohio Lactation Consultant Association (OLCA) meetings, or attending a breastfeeding conference at her own expense.

**MINIMUM QUALIFICATIONS**

Valid state issued Driver's License; ongoing proof of automobile insurance coverage. Non-tobacco user. Successfully pass a B.C.I. background check. Good health, high moral character, and good attendance record. Compliance with tuberculin test requirement per agency TB Policy.

**EVALUATION**

Performance evaluation will be conducted as outlined in the Health Department's Employee and Procedure Manual.

Signature and Date of Employee  
*I have reviewed my job description and understand the contents.*

Signature and Date of Agency Representative

Revised May 2016

**Other duties as assigned, but not limited to:**

Observe confidentiality of client and agency information; Adhere to HIPAA requirements; Support and work toward the mission and vision of the Health Department; Ability to drive on a regular basis to business appointments and meetings; Exhibit dependable attendance habits; Represent the Health Department favorably to the public; Maintain and improve knowledge and skills via attendance at trainings, meetings, seminars, and continuing education; assist with the promotional efforts for the Health Department's programs and activities both internal and external; Ensure compliance with standards, laws, regulations as promulgated by regulatory agencies, federal and state government; Function in the public health's emergency response and assume proper ICS role during public health emergencies; Participate in emergency preparedness trainings and exercises as required.

Job Specific Competencies Based on the Core Competencies For Public Health Professionals

1. **Analytical/Assessment:** 1A1, 1A8, 1A11
2. **Policy Development/Program Planning:** 2A2, 2A7, 2A8, 2A9, 2A10, 2A11
3. **Communication:** 3A1, 3A2, 3A3, 3A4, 3A6, 3A7
4. **Cultural Competency:** 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
5. **Community Dimensions of Practice:** 5A1, 5A2, 5A3, 5A4, 5A5, 5A7, 5A8, 5A9
6. **Public Health Sciences:**
7. **Financial Planning:** 7A2, 7A3, 7A6, 7A11, 7A12, 7A13, 7A14
8. **Leadership and Systems Thinking:** 8A1, 8A3, 8A6, 8A7, 8A9

*Employee is presented with a copy of the Core Competencies from the Council on Linkages Between Academia and Public Health Practices*

Organizational Competencies—All MCHD employees are expected to meet specified competencies in the following areas:

1. Excellence
2. Customer Service
3. Trustworthiness
4. Leadership
5. Accountability
6. Teamwork
7. Communication
8. Confidentiality
9. Learning

An Equal Opportunity Employer