

# UMATILLA-MORROW HEAD START, INC.

## POSITION DESCRIPTION

### **BILINGUAL WIC BREASTFEEDING PEER COUNSELOR/INTERPRETER**

**Supervisor: Registered Dietitian, Family & Community Development Director**

**Exempt Status: Non-exempt**

**Classification: Specialist II**

**Employment: 35 hours per week**

**Job Goal:** To provide basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers. Provide interpretation on home visits and interact with children in classroom settings

#### **Essential Responsibilities:**

1. Attends breastfeeding training to become a peer counselor and on-going training.
2. Counsels WIC pregnant and breastfeeding mothers by telephone at scheduled intervals determined by the state WIC program.
3. Receives a specified caseload of WIC clients and makes routine periodic contacts with all clients assigned.
4. 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. Ability to help mothers prevent and handle common breastfeeding concerns
5. Respects each client by keeping her information strictly confidential
6. Keeps accurate records of all contacts made with WIC clients
7. Refers mothers, according to clinic established protocols, to the:
  - \*WIC Nutritionist or breastfeeding coordinator
  - \*Lactation consultant
  - \*The mother's physician or nurse
  - \*Social service agencies
8. Attends and assists with prenatal classes and breastfeeding support groups
9. Attends staff meetings and breastfeeding conferences as appropriate
10. Reads assigned books and materials on breastfeeding that are provided by the supervisor
11. May assist WIC staff in promoting peer counseling through special projects and duties as assigned.
12. Be available outside work hours to new mothers having problems with breastfeeding

13. Assist Social Services and Education staff on home visit interpretations in Spanish.
14. Provide support in children's primary language in the classroom through interaction with enrolled children.
15. Assist in recruitment activities as Directed by Family & Community Development Director

**Qualifications:**

1. High School diploma or equivalent
2. Has breastfeed at least one baby for at least 6 months (does not have to be currently breastfeeding)
3. Enthusiastic about breast feeding, and wants to help others enjoy a positive experience
4. Are currently or have been a WIC client in the last 5 years
5. Physical examination and TB screen documentation upon hire.
6. Fluent in English/Spanish both verbally and written
7. Basic knowledge in computer data entry and/or word processing.
8. Experience working in professional office environment with ability to communicate one-to-one, on telephone, and in group setting.
9. Adequate means of transportation.
10. WIC experience (preferred)
11. Community service experience (preferred)
12. Multi-cultural experience (preferred)

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Maintain confidentiality in regards to staff and family information.
5. Maintain objectives and professional standards.
6. Improve self-skills and education.
7. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
8. Perform any other work-related duties as requested by your supervisor.
9. Be present at work in order to provide consistency of services.
10. Be a contributory team member in a positive/productive manner.
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written. Bilingual Peer Counselor must be fluent in Spanish and English both verbally and written.

5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

***Umatilla-Morrow Head Start, Inc.***

***Is***

***An Equal Opportunity Employer***