

# WIC BREASTFEEDING PEER COUNSELOR/ BILINGUAL FAMILY RESOURCE SPECIALIST

## PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
-----------------	-------------	--------------	----------------	------------------

**A. General Staff Responsibilities:**

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

\*Comments or examples:

**B. Counseling:**

1. Ensures WIC clients are given necessary information to help support breastfeeding efforts .....1 2 3 4 5
2. Demonstrates accurate and wide knowledge base about breastfeeding .....1 2 3 4 5
3. Counsels WIC pregnant and breastfeeding mothers by telephone at scheduled intervals determined by the state WIC program.....1 2 3 4 5
4. Makes appropriate referrals (WIC R.D., social service agencies, etc.) .....1 2 3 4 5
5. Uses open-ended questions during counseling .....1 2 3 4 5

\*Comments or examples:

**C. General Family Development/Health Component Duties:**

1. Assists the CFA/FA's in contacting families and scheduling home visits ..... 1 2 3 4 5
2. Assists CFA/FA's by translating during educational and social service home visits ..... 1 2 3 4 5  
Works in conjunction with CFA/FA's to contact parents, participate in home visits and to assist with the coordination of services with parents as necessary ..... 1 2 3 4 5
3. Provides hearing screens for Head Start children and assists in follow-up on referrals..... 1 2 3 4 5
4. Provides vision screens for Head Start children and assists with follow-up on referrals..... 1 2 3 4 5
5. Attends social service-related meetings as requested by Family Development Director ..... 1 2 3 4 5
6. Assists HSM with immunization review and tracking of immunization status of children in the program ..... 1 2 3 4 5

- 7. Assists in dispersal of pertinent information to parents, Head Start staff, and children's= files..... 1 2 3 4 5
  - 8. Compiles and shares available resources for various components with staff, parents, children and community agency sources ..... 1 2 3 4 5
- \*Comments or examples:

**D. Recruitment and Enrollment Duties:**

- 1. \*Knows agency eligibility requirements..... 1 2 3 4 5
  - 2. Implements the agency recruitment process ..... 1 2 3 4 5
  - 3. Works with Selection Committee and Administrative staff to develop agency selection criteria ..... 1 2 3 4 5
  - 4. Makes a recruitment home visit for all completed applications..... 1 2 3 4 5
  - 5. Identifies and recruits children with documented disabilities/special needs ..... 1 2 3 4 5
- \*Comments or examples

**E. Safety and Health and Nutrition:**

- 1. \*assist teacher to ensure children are constantly supervised ..... 1 2 3 4 5
  - 2. \*Maintains an orderly and clean classroom and office..... 1 2 3 4 5
  - 3. Helps keep equipment in safe condition ..... 1 2 3 4 5
  - 4. Emergency situations are handled quickly calmly, and effectively ..... 1 2 3 4 5
  - 5. Educates children during routines about health, safety, nutrition, basic skills and self control and daily hygiene needs ..... 1 2 3 4 5
- \*Comments or examples:

**F. Guidance:**

- 1. \*Helps reinforce classroom rules and expectations consistently ..... 1 2 3 4 5
  - 2. \*Shows that behavior, not child, is unacceptable..... 1 2 3 4 5
  - 3. Is physically and verbally nurturing and supportive ..... 1 2 3 4 5
  - 4. Uses a variety of positive guidance techniques such as redirection and logical consequences, choices and directives ..... 1 2 3 4 5
- \*Comments or examples:

**G. Social, Self and Creative Concepts:**

- 1. Asks open-ended questions to promote problem solving and models creative thinking..... 1 2 3 4 5
  - 2. \*Respects and values all verbal responses ..... 1 2 3 4 5
  - 3. Encourages children to understand and express their feelings ..... 1 2 3 4 5
  - 4. \*Respects cultural differences, and teaches anti-bias ..... 1 2 3 4 5
  - 5. Promotes creative expression through the arts, language, literacy and dramatic play ..... 1 2 3 4 5
- \*Comments or examples:

**H. Staff Communication and Team Membership:**

- 1. Shares materials and information .....1 2 3 4 5
- 2. Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling .....1 2 3 4 5
- 3. Supports team members and supervisor verbally and by attitude .....1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members .....1 2 3 4 5
- 5. Performs other reasonably assigned duties as assigned by supervisor or manager .....1 2 3 4 5

\*Comments or examples:

**I. Record Keeping and Reporting:**

- 1. Participant records are maintained in accordance with WIC protocols.....1 2 3 4 5
- 2. Participant contact records are accurate, through and complete.....1 2 3 4 5
- 3. Updates participant records as needed.....1 2 3 4 5
- 4. Maintains confidentiality and security of participants records.....1 2 3 4 5

\*Comments or examples:

**J. Work Ethics:**

- 1. \*Comes to work on time .....1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work .....1 2 3
- 3. \*Misses little time because of illness.....1 2 3
- 4. Willingly accepts changes in program.....1 2 3
- 5. Accepts and acts on constructive criticism .....1 2 3
- 6. Follows through on accepted tasks or agreements.....1 2 3

\*Comments or examples:

Do you have long-term employment goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What help do you need to accomplish these goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

WIC Breastfeeding Peer Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Rating Scale Explanation:**

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any \* task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- Not eligible for merit increase**