

WIC BREASTFEEDING PEER COUNSELOR PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.

Name: _____ Date: _____

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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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 Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards1 2 3 4 5
7. Improve self-skills and education1 2 3 4 5
8. *Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy1 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 manner1 2 3 4 5
11. *Demonstrate commitment to mission, values, and policies in the performance of daily duties1 2 3 4 5

*Comments or examples:

B. Counseling:

1. Ensures WIC clients are given necessary information to help support breastfeeding efforts1 2 3 4 5
2. Demonstrates accurate and wide knowledge base about breastfeeding1 2 3 4 5
3. Counsels WIC pregnant and breastfeeding mothers by telephone at scheduled intervals determined by the state WIC program1 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 counseling1 2 3 4 5

*Comments or examples:

C. Staff Communication and Team Membership:

1. Shares materials and information1 2 3 4 5
2. Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling1 2 3 4 5
3. Supports team members and supervisor verbally and by attitude1 2 3 4 5
4. Sets aside sufficient time to meet and plan with team members1 2 3 4 5
5. Performs other reasonably assigned duties as assigned by supervisor or manager1 2 3 4 5

*Comments or examples:

D. 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, thorough and complete.....1 2 3 4 5
- 3. Shares relevant information from participant contacts with WIC certifiers.....1 2 3 4 5
- 4. Maintains confidentiality and security of participants records.....1 2 3 4 5

*Comments or examples:

E. Work Ethics:

- 1. *Comes to work on time1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work1 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 criticism1 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**