Children’s Friend and Service
Job Description

Title: Lactation Peer Counselor

Reports to: WIC Manager

Supervises: N/A

Minimum Qualifications: High School diploma or a GED. Must be a certified Lactation Counselor or obtain certification within six (6) months of hire. Bilingual in Spanish and English. Must have breastfeed at least one (1) child a minimum of four (4) months. Was a WIC participant.

 Abilities: Ability to work collaboratively with clients, staff, vendors, and contractors. Ability to provide services in a timely manner and to document all client contacts.

Duties and Responsibilities

1. Provide culturally competent breastfeeding counseling and encouragement to pregnant and lactating WIC participants on an individual and group basis. Services may occur at the agency or in the client’s home or in the hospital.
2. Serves as a professional resource for agency staff and community agencies and provides them with lactation information through individual consultation or in-service training.
3. Must document services in the WIC charts according to agency and WIC standards and must keep accurate records of WIC participants’ contacts. Distributes WIC checks and maintains check register.
4. Screens WIC applicants for eligibility including performing intake measurements and explains WIC program rules to prospective participants.
5. Assists with all agency clerical work as needed.
6. Must attend all required trainings, including Children’s Friend core training program if applicable. Pursue other ongoing professional development through reading and relevant workshops.
7. Refer participants to community resources according to their needs.
8. Contribute to the overall success of the program by working constructively and collaboratively with other staff members to address programmatic or agency wide issues or needs.
9. Constructively utilize individual and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
10. Assist in the development and implementation of outreach strategies.
11. Meet established productivity standards.
12. Ensure that all individuals are treated respectfully and that diversity in life experience and backgrounds is supported and valued throughout the agency.
13. Demonstrate professionalism, competence and expertise when representing the agency in the community.
14. Other duties as assigned.
I have read the above list of duties pertaining to my position and agree to adhere to the policies and procedures of Children’s Friend.

________________________________________________________________________
Employee Signature                                                      Date