

**Children's Friend and Service
Job Description**

Job Grade 1

Title: Lactation Peer Counselor

Reports to: Nutrition Supervisor

Supervises: N/A

Minimum Qualifications: High School diploma or a GED. Must participate in a Certified Lactation Counselor program as soon as it is available post-hire. Bilingual in Spanish and English. Must have breastfed at least one (1) child a minimum of four (4) months. Former WIC participation or former WIC eligibility required.

Abilities: Ability to work collaboratively with clients, staff, vendors, and contractors. Ability to provide services in a timely manner and 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. Serve as a professional resource for agency staff and community agencies and provide them with lactation information through individual consultation and/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.
4. Perform all aspects of the WIC assistant position, including, but not limited to, screening WIC applicants for eligibility including performing intake measurements, informing prospective participants on WIC program rules, distributing WIC checks and maintaining the check register.
5. Assist with all agency clerical work as needed.
6. Refer participants to community resources according to their needs.
7. Assist in the development and implementation of outreach strategies.
8. Meet established productivity standards.
9. Attend all required trainings, including Children's Friend universal training program. Pursue other ongoing professional development through reading and relevant workshops.
10. 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.
11. 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.
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