

**McDonough County Health Department  
Job Description**

**Division:** Community Health  
**Job Title:** Breastfeeding Peer Counselor  
**Reports To:** Community Health Director  
**Employee Name:**  
**Prepared By:** Administrator  
**Prepared Date:** 9/26/22  
**Approved By:** Administrator  
**Approved Date:** 9/26/22

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

***Breastfeeding Peer Counselor Job Responsibilities:***

- Breastfeeding Peer Counselor promotes breastfeeding in the clinic and the community.
- Provides breastfeeding information and support to the client
- Be available to WIC clients during WIC clinic hours
- Be available to WIC clients outside of the usual clinic hours and outside the usual WIC clinic environment
- Talk with women individually or in groups about feeding decisions and answer basic questions about breastfeeding
- Support and encourage women who have chosen to breastfeed
- Provide anticipatory guidance to reduce the occurrence of problems
- Provide information on the effects of foods, medications, and home remedies on lactation within guidelines of clinic policy.
- Document all contacts/ conversation and refer to appropriate staff as indicated by written protocol
- Establish a relationship with WIC pregnant women and follow-up with those undecided those choosing to breastfeed at least 6 months postpartum or until weaning whichever comes first
- Assist in in-services or training sessions for other health workers, e.g. brown bag lunches with an educational component
- Work principally in the WIC clinic setting meeting women face to face
- May provide breastfeeding peer counseling services in a variety of other settings such as hospitals and physicians offices
- Document all breastfeeding peer counseling services in the IWIC computer system per program and policy procedures.
- Participate in the coordination of Maternal and Child Health Services within the agency and the county
- Attend Conferences and In-Services at the local and state level as directed and approved
- Maintain client confidentiality per department policies and procedures
- Report suspicious injuries/ conditions to DCFS or other appropriate agency per agency policy and protocol.
- Maintain breastfeeding stats and report to the state per protocol
- Other duties as assigned

## **MINIMUM REQUIREMENTS**

### **EDUCATION and/or EXPERIENCE**

High school diploma. Breastfed at least one baby within the last 5 years. Experience in a clinic/office setting would be helpful, with basic computer experience in Microsoft Office programs. Must be a team player. Must have strong written and oral skills. Public speaking may be required.

### **CERTIFICATES, LICENSES, INSURANCE**

Current Illinois driver's license and accident liability insurance, if operating a motor vehicle.

**PHYSICAL REQUIREMENTS LIGHT WORK** - exerting up to 20 pounds of force occasionally and/or a 10 pounds of force frequently and/or negligible amount of force frequently or constantly to move objects. Greater use of arms and/or legs than sedentary work. While performing the duties of this job, the employee is constantly (over 70%) required to see; frequently (50-70%) required to hear and talk; regularly (11-49%) required to sit, stand, walk, read, feel, grasp, finger, and use repetitive motions and occasionally (up to 10%) required to crouch, stoop, push, lift, climb, and kneel.

## **JOB SPECIFICATIONS**

### **LANGUAGE SKILLS**

INTERMEDIATE- Ability to read and interpret documents such as computerized forms, operating and maintenance instructions or procedure manuals, and ability to write routine report and correspondence.

### **CONTACT WITH OTHERS**

INTERMEDIATE – Requires regular contact within the Department, with clients and public, or with other agencies, supplying or seeking information, reports, etc. Tact and patience must be used to obtain understanding and cooperation. Inappropriate manner with contacts outside organization may affect results; however, primary responsibility for results rests with next level of management.

### **JUDGMENT, COMPLEXITY DUTIES**

INTERMEDIATE - Judgment involves identifying and choosing the most appropriate response within very diverse but standardized procedures. Wide range of response necessary according to differing situations. Referring only unusual matters or providing status reports to supervisor.

### **SUPERVISION NECESSARY**

INTERMEDIATE- Requires occasional supervision while working toward a definite objective, using a wide range of established policies and procedures to plan and arrange own work, referring only unusual matters or providing status reports to supervisor.

**EXTENT/TYPE OF SUPERVISION GIVEN**

MINIMUM - instructing, assigning, and/or checking work, with little direct supervisory responsibility. Most of time spent performing the same work as members of the group. Little or no responsibility for costs, methods, or personnel.

**CONFIDENTIAL DATA**

HIGH - Regular access to confidential records, which if revealed could result in loss of credibility to the Health Department within the community, but has improbable exposure to financial liability.

**EFFECT OF ERRORS**

VERY HIGH- errors would be difficult to detect and normally involve decisions not subject to detailed review. Losses could have considerable direct financial impact on or financial liability to the Department. May adversely affect relationships with small groups in the community. May involve critical information which the Department or groups within the community rely on to base important financial or other decisions or an error in judgment that directly results in an individual's hospitalization.

**WORKING CONDITIONS/HAZARDS**

SOMEWHAT – intermittent exposure to multiple and/or uncooperative clients but usually not to the extent of being continually present.

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SUPERSEDES ALL PREVIOUS JOB DESCRIPTIONS.

APPROVED BY:

MCHD Administrator \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the job described, and agree to fulfill the position's responsibilities to meet the defined standards.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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