



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 694.5

Job Title: **LACTATION TECHNICIAN**

Pay Grade: 15

GENERAL SUMMARY:

Under the supervision of the Lactation Consultant provides clinical support to WIC clients requiring more comprehensive support and follow-up. Assists the Lactation Consultant with training, supervision and evaluation of the Breastfeeding Peer Counselors program, promotes and supports breastfeeding among WIC participants and community.

RESPONSIBILITIES:

- Evaluates and consults with WIC clients experiencing problem with breastfeeding by telephone or home and hospital visits.
- Evaluates progress of WIC clients with breastfeeding issues and provides follow-up recommendations or referrals.
- Under the supervision of the Lactation Consultant issues specialized equipment to breastfeeding mothers for management of breastfeeding problems (i.e., breast pumps, SNS apparatus, breast shells, etc.) complying with City and State policies.
- Assists with new Peer Counselor training and monthly in-services and meetings.
- Assists with monitoring of Peer Counselor skills sets and re-training as needed.
- Prepares and conducts breastfeeding education classes for WIC staff and community partners.
- Researches, prepares, edits and presents materials by means of written and verbal communications.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED.

CERTIFICATION:

Requires the International Board of Certified Lactation Consultant (IBCLC).

Must have a valid Texas driver's license and comply with the City of Houston's policy on driving (AP 2-2).

EXPERIENCE:

Three years of experience in counseling breastfeeding women and managing breastfeeding are required with one year of personal breastfeeding experience is preferred.

COMPLEXITY:

Work consists of standard procedures and tasks where basic analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:**Direct Supervision:**

No direct report employees

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as carrying a baby weight scale and/or breast pump (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort; i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Breastfeeding Peer Counselor
Senior Breastfeeding Peer Counselor
Lactation Technician
Lactation Consultant

Effective Date: February 2016