CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 694.7

Job Title: **BREASTFEEDING PEER COUNSELOR**

Pay Grade: 7

GENERAL SUMMARY:

Under close supervision, promotes breastfeeding as the optimal method of infant feeding among Women, Infants, and Children (WIC) participants.

RESPONSIBILITIES:

- Provides information and promotes the advantages of breastfeeding to WIC participants or clinic clients.
- Addresses concerns and corrects misinformation that may prevent a pregnant woman from breastfeeding.
- Identifies breastfeeding experiences that are not the norm and makes an immediate and appropriate referral.
- Counsels pregnant and breastfeeding mothers on a one-to-one basis; enables new mothers to avoid common breastfeeding problems.
- Conducts or assists with group classes, prenatal and postnatal, on the advantages and management of breastfeeding. Records counseling encounters on the forms provided by the local agency.
- Issues breast pumps according to local policy and procedure.
- Attends peer counselor meetings and WIC site meetings.
- May counsel over telephone and follow-up if necessary.
- May visit clients' homes, hospitals, and other designated work locations.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

EXPERIENCE:
Three months of personal experience breastfeeding or expressing breastmilk are required. Participation in the WIC Program preferred but not required.

CERTIFICATION:
Must complete the Texas WIC Designated Peer Counselor training within three months of hire.

LICENSE:
May be required to have a valid Texas driver's license and comply with the City of Houston's policy on driving (AP 2-2).

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of routine standard procedures and tasks where analytic ability is required to select and execute actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or service activity requiring common courtesy; e.g., answering questions, giving directions in response to requests.

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 involves information exchange and/or service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (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: August 2004
Revised Date: March 2024