CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 694.8

Job Title: **SENIOR BREASTFEEDING PEER COUNSELOR**

Pay Grade: 13

GENERAL SUMMARY:

Develops breastfeeding classes for Women, Infants, and Children (WIC) participants or clinic clients under the general direction of the Site Supervisor and Lactation Consultant, and the orientation/training of new Breastfeeding Counselor staff. Promotes breastfeeding as the optimal method of infant feeding among WIC participants.

RESPONSIBILITIES:

- Conducts breast feeding support groups and classes, prenatal and postnatal, on the advantages and management of normal breastfeeding experiences. Records counseling encounters on the forms provided by the local agency.
- Researches, prepares, edits and presents materials by means of written and verbal communications at health fairs and other outreach programs.
- Addresses concerns and corrects misinformation that may prevent a pregnant woman from breastfeeding.
- Counsels pregnant and breastfeeding mothers on a one-to-one basis; enables new mothers to avoid common breastfeeding problems.
- Identifies breastfeeding experiences that are not the norm and makes an immediate and appropriate referral.
- Refers WIC breastfeeding mothers to the Lactation Consultant when the problems presented are beyond the Peer Counselor's limits of practice.
- Issues and maintains breast pumps and accessories according to local policy and procedure.
- Reconciles and submits weekly and monthly productivity and inventory reports.
- Assists with in-services and peer counselor meetings.
- Assists in training new peer counselors.
- May visit clients' homes, hospitals, and other designated work locations.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or GED.

EXPERIENCE:
Eighteen months of experience in counseling and monitoring pregnant and breastfeeding women are required. Three months of personal experience breastfeeding or expressing breastmilk are required. Participation in the WIC Program preferred but not required.

SPECIFICATIONS: (continued)

CERTIFICATION:
Must have a certificate of completion from the Texas WIC Designated Peer Counselor training program.

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).

COMPLEXITY:
Work consists of fairly standard procedures and tasks where analytic ability is required, as in the comparison of numbers and fundamental facts in selecting correct action.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

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

External Contacts:
Level of external contact is primarily with citizens, visitors and guests, 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: March 2024