

HIDALGO COUNTY WIC DEPARTMENT

Job Title:	BF Coordinator	FLSA Status:	Exempt
Dept No:	350	Civil Service Status:	Non-Exempt

SUMMARY:

Under guidelines of State WIC Program collaborates in creation and development of the Breastfeeding Plan. Conducts audits of all clinics functions and peer counselors to assure compliance with local, state, and federal guidelines. Develops Breastfeeding lessons and materials. Provides B.F. training to WIC staff. Ensures BF standards in the clinics. Provides professional coverage for clinic supervisors as needed. Is responsible for ordering and dispensing of Breast pumps for the agency. Coordinates all BF outreach activities.

Responsible to: WIC Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The BF coordinator shall oversee:

- The implementation of BF plan;
 - Ensuring its availability at the LA for review and documenting changes and submitting amendments to the State , if necessary, during the year.
- The Promotion of BF by ensuring that all clinic sites have all necessary pamphlets, videos, lesson outline, and other materials.
- Quality assurance related to BF activities including:
 - ensuring the accuracy of breastfeeding information provided by LA;
 - observing group BF classes and individual counseling to ensure accurate and appropriate delivery of information;
 - Reviewing participant feedback related to breastfeeding and making necessary changes.
- Coordination of BF training activities including:
 - Conducting peer counseling training required for those teaching group classes or conducting individual counseling.
 - Ensures that written documentation of the completion of modules shall be kept on file at the LA and shall include staff name, date completed and module(s) completed.
 - Coordination and documentation of BF training at the LA.
 - Networking with other health professionals to promote and support BF in the community. Coordination of BF outreach activities.
 - Oversees the LA BF Peer Counselor Program.
 - Updating referral list of qualified individuals able to answer BF questions.
 - Teach assembly, use and cleaning of breast pumps and expression, storage of human milk to WIC staff.
 - Serves as a resource to WIC staff.

- Trains new personnel, instructs subordinates on BF policies and procedures.
- Attends NE/BF Annual conference and any other comparable training needed.
- Performs any other related duties assigned by the WIC Director.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE

- Graduate of an accredited college or university with a B.S. degree in Nutrition, Dietetics, or Home Economics with strong emphasis on Nutrition and Public Health and/or Licensed Dietitian and/or Registration with ADA preferred.
- Trained BF Educator and International Board Certified Lactation Consultant preferred.
- Applying principles of nutrition, breastfeeding and basic sciences of community health and social welfare.
- One (1) year experience in breastfeeding counseling, desirable.
- Knowledge of all areas of breastfeeding to be covered by breastfeeding staff.
- Extensive knowledge of WIC policies and procedures with emphasis on Breastfeeding.
- Applying preventative health practices in the community.
- Identifying, collecting, assessing, and evaluating nutritional/breastfeeding data.
- Presenting and developing in-service training and materials with good communication skills.
- Understanding the principles and techniques of management, education, group leadership, theories of learning and cultural differences.
- Planning and organizing skills along with objective evaluation skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's Insurance carrier and have availability of personal car.
- Good physical and mental health (Immunization Record).
- Ability to find job satisfaction in the growth and development of the WIC Program.
- Participation and representative in community and professional organizations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.