



**NEW POSITION:** Brief job description and attach a copy of the new job description.

Peer Counselors provide counseling to WIC participants/ promote breastfeeding  
Will be able to go to hospital and provide one to one basis to BF moms with problems

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

Additional funding provided by the State.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. Naomi L. Longue 2/8/10  
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. \_\_\_\_\_  
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. Ruth Delgado  
DEPARTMENT OF BUDGET & MANAGEMENT DATE 2/8/10

BUDGET PROCEDURES COMPLETED

YES  NO

4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL DATE

# HIDALGO COUNTY WIC DEPARTMENT

<b>Job Title:</b>	<b>Community BF Peer Counselor</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept No:</b>	<b>350</b>	<b>Civil Service Status:</b>	<b>Non-Exempt</b>

## **SUMMARY:**

Responsible for breastfeeding promotion of WIC participants. General duties include communicating with WIC participants individually through community group breastfeeding education classes, or one to one counseling in the hospitals. Organize activities related to breastfeeding promotion and present accurate breastfeeding information. Must be able to document and keep accurate records. Accurate breastfeeding information must be presented in an enthusiastic manner. She should be a model of good parenting and breastfeeding skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide advance breastfeeding counseling to breastfeeding patients who encounter minor breastfeeding problems and provides follow-up. Perform hospital visits according to the standards set by the local hospital.
- Counsel pregnant and breastfeeding mothers individually about normal breastfeeding methods and how to avoid common breastfeeding problems. Record counseling encounters accurately.
- Counsel WIC pregnant or nursing mothers by telephone as requested or assigned. Follow up with new mothers by telephone.
- Teach nutrition education classes for pregnant and breastfeeding women enrolled on the WIC program. Distributes breastfeeding information in prenatal/ breastfeeding classes. Provides accurate information and promotion of the benefits of breastfeeding. Addresses specific concerns of expectant mothers and correct misinformation which may prevent a pregnant woman from breastfeeding.
- Promote breastfeeding within the clinic by preparing bulletin boards and displays. Promotes breastfeeding in the community in conjunction with outreach activities.
- Oversee the issuance of breast pumps. Issue breast pumps to eligible breastfeeding women according to the WIC-established procedures. Explain proper pump use before distribution. Follow up with those issued breast pumps to assure success of use.
- Attend WIC staff meetings on a monthly basis.

## **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**

- High school diploma or equivalency.
- Advanced breastfeeding training. TBE preferred.

- Former WIC participant as a successful breastfeeding mother (at least 2 months breastfeeding experience preferred.)
- Strong verbal written communication skills. Bilingual/Spanish preferred.
- Must complete a 20-hour training provided by the WIC breastfeeding promotion coordinator.
- 2 years of P.C experience preferred

#### **EQUIPMENT**

- State WIC computer
- TV-VCR
- Personal Computer, including use of Word, Excel, and the internet. Knowledge of access helpful.
- Breast pumps , manual and electric

#### **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.

#### **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:**

WIC clinic, hospital, or in an off-site community facility. May be asked to do home visits.

Conditions such as noise, odors, and cramped workspace may sometimes cause discomfort.

Flexible work schedule, including before 8:00 a.m., after 5:00 p.m. and 1<sup>st</sup> Saturday may be required.

#### **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.



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**See attachment:**

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**Additional funding provided by State.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |                                   |        |                                   |   |
|----|-----------------------------------|--------|-----------------------------------|---|
| 1. | <i>Naama L. Lorzow</i>            | 2/8/10 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE   |                                   |   |
| 2. | <i>Alme Dalgem</i>                | 2/8/10 | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
|    | HUMAN RESOURCES DIRECTOR          | DATE   |                                   |   |
| 3. | <i>Alme Dalgem</i>                | 2/8/10 | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE   |                                   |   |
| 4. |                                   |        |                                   |   |
|    | COMMISSIONERS COURT APPROVAL      | DATE   |                                   |   |

# HIDALGO COUNTY WIC DEPARTMENT

<b>Job Title:</b>	<b>Community BF Peer Counselor</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept No:</b>	<b>350</b>	<b>Civil Service Status:</b>	<b>Non-Exempt</b>

## **SUMMARY:**

Responsible for breastfeeding promotion of WIC participants. General duties include communicating with WIC participants individually through community group breastfeeding education classes, or one to one counseling in the hospitals. Organize activities related to breastfeeding promotion and present accurate breastfeeding information. Must be able to document and keep accurate records. Accurate breastfeeding information must be presented in an enthusiastic manner. She should be a model of good parenting and breastfeeding skills.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide advance breastfeeding counseling to breastfeeding patients who encounter minor breastfeeding problems and provides follow-up. Perform hospital visits according to the standards set by the local hospital.
- Counsel pregnant and breastfeeding mothers individually about normal breastfeeding methods and how to avoid common breastfeeding problems. Record counseling encounters accurately.
- Counsel WIC pregnant or nursing mothers by telephone as requested or assigned. Follow up with new mothers by telephone.
- Teach nutrition education classes for pregnant and breastfeeding women enrolled on the WIC program. Distributes breastfeeding information in prenatal/ breastfeeding classes. Provides accurate information and promotion of the benefits of breastfeeding. Addresses specific concerns of expectant mothers and correct misinformation which may prevent a pregnant woman from breastfeeding.
- Promote breastfeeding within the clinic by preparing bulletin boards and displays. Promotes breastfeeding in the community in conjunction with outreach activities.
- Oversee the issuance of breast pumps. Issue breast pumps to eligible breastfeeding women according to the WIC-established procedures. Explain proper pump use before distribution. Follow up with those issued breast pumps to assure success of use.
- Attend WIC staff meetings on a monthly basis.

## **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**

- High school diploma or equivalency.
- Advanced breastfeeding training. TBE preferred.

- Former WIC participant as a successful breastfeeding mother (at least 2 months breastfeeding experience preferred.)
- Strong verbal written communication skills. Bilingual/Spanish preferred.
- Must complete a 20-hour training provided by the WIC breastfeeding promotion coordinator.

#### **EQUIPMENT**

- State WIC computer
- TV-VCR
- Personal Computer, including use of Word, Excel, and the internet. Knowledge of access helpful.
- Breast pumps , manual and electric

#### **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.

#### **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:**

WIC clinic, hospital, or in an off-site community facility. May be asked to do home visits.

Conditions such as noise, odors, and cramped workspace may sometimes cause discomfort.

Flexible work schedule, including before 8:00 a.m., after 5:00 p.m. and 1<sup>st</sup> Saturday may be required.

#### **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.



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**See attachment**

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**Additional funding provided by State.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |                                   |               |                                   |   |
|----|-----------------------------------|---------------|-----------------------------------|---|
| 1. | <i>Naomi Lopez</i>                | <i>2/8/10</i> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                   | DATE          |                                   |   |
| 2. | <i>[Signature]</i>                |               | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
|    | HUMAN RESOURCES DIRECTOR          | DATE          |                                   |   |
| 3. | <i>[Signature]</i>                | <i>2/8/10</i> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT | DATE          |                                   |   |
| 4. |                                   |               |                                   |   |
|    | COMMISSIONERS COURT APPROVAL      | DATE          |                                   |   |

# HIDALGO COUNTY WIC DEPARTMENT

<b>Job Title:</b>	<b>Assistant BF Coordinator</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Dept No:</b>	<b>350</b>	<b>Civil Service Status:</b>	<b>Exempt</b>

## **SUMMARY:**

Involves handling of breastfeeding problems that need to be addressed by a professional rather than a lay counselor. Development of Breastfeeding Education materials. Responsible for the coordinating of training for local WIC Staff. Assists in recruitment, training and coordinating of the breastfeeding peer counselors.

Responsible to: WIC Director and BF Coordinator

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The/Assistant BF coordinator shall oversee:*

- Performs all other WIC related duties assigned by WIC Director.
- Counsels WIC participants with BF situations requiring special assistance.
- Assists with recruitment of eligible WIC breastfeeding peer counselors.
- Conducts training of eligible WIC participants as designated in the WIC Breastfeeding Counselor Training Manual.
- Documents contacts with WIC breastfeeding peer counselors on the Breastfeeding Counseling form.
- Assists the BF Coordinator in breastfeeding promotion activities for the Agency.
- Provide in-service on Breastfeeding Topics to WIC staff and Breastfeeding Peer Counselors as needed.
- Acts as a liaison for the WIC Program and the medical community.
- Will conduct home visits as needed.

## **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 and Public Health.
- Licensed Dietitian and or/ Registration with ADA preferred.
- IBCLC preferred.
- Good communication skills.
- Experience in counseling disadvantaged women.

- Must have an understanding of the typical problems and constraints that the participants face when promoting breastfeeding.
- Should have breastfed at least one baby; does not need to be breastfeeding currently.

### **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.



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**See attachment**

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**Additional Funding provided by the State.**

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<i>Noel L Lopez</i>	<i>2/8/10</i>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE		
2.	<i>Allye Delgado</i>	<i>2/8/10</i>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		
3.	<i>Allye Delgado</i>	<i>2/8/10</i>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE		
4.				
	COMMISSIONERS COURT APPROVAL	DATE		

# HIDALGO COUNTY WIC DEPARTMENT

Job Title:	BF Peer Counselor Manager	FLSA Status:	Exempt
Dept No:	350	Civil Service Status:	Non-Exempt

## SUMMARY:

Assists in coordinating and monitoring breastfeeding program activities. Maintains database of breastfeeding apparatus usage and coordinates retrieval/replacement of broken or defective pumps. Assists in monthly breastfeeding staff in-service.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

### CLINICAL: CLIENT SERVICES

- Determines need for, issues, tracks and retrieves breast pumps and breastfeeding aids.

### CLINICAL: BREASTFEEDING

- Assists clients with latch-on, positioning, and in solving breastfeeding problems. Refers to Lactation Consultant as needed; Provides follow-up on high risk breastfeeding clients as identified by Breastfeeding Peer Counselors, Lactation Consultant or Breastfeeding.

### ADMINISTRATIVE

- Maintains and prepares monthly and yearly breastfeeding apparatus reports;
- Assists in breastfeeding training of WIC staff and potential Breastfeeding Peer Counselors with Breastfeeding Coordinator. Serves as breastfeeding resource to WIC staff and community

### EQUIPMENT USED:

- Desktop Computer and printer
- Calculator
- Breast Pumps, manual and electric
- Program training manuals
- Breastfeeding accessories

### EQUIPMENT RESPONSIBLE FOR:

- Computer equipment
- Calculator
- Breast Pumps, manual and electric
- Program training manuals
- Breastfeeding accessories

### NUMBER OF EMPLOYEES SUPERVISED

- Assists Site Manager and Breastfeeding Coordinator in supervision of 28 breastfeeding peer counselors

### WORK FLOW

Unit or individuals who depend on work performed by this employee to complete their work responsibilities:

1. WIC Supervisor
2. Breastfeeding Peer Counselors

3. Breastfeeding Coordinator
4. WIC Director

Units or individuals on whom this employee depends to complete his/her work assignments:

1. WIC Supervisors
2. Breastfeeding Peer Counselors
3. Breastfeeding Coordinator

**Reports to**  
Breastfeeding Coordinator  
WIC Director

**Activity/Quality Indicators: Monitors/evaluates work of Breastfeeding Peer Counselors**

1. Number of sites consistently meeting breastfeeding performance measure
2. Number of sites without findings on self and state audits of breastpump, breastfeeding inventory

#### **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**

- High School diploma or equivalent, advanced breastfeeding. TBE preferred
- Former WIC participant as a successful breastfeeding mother (at least 2 months)
- Have the ability to communicate with strangers and work with groups as well as individuals.
- Have the ability to articulate and present accurate information.
- Have the ability to document and keep accurate records.
- Demonstrate enthusiasm for breastfeeding.
- Have a desire to share their enthusiasm for breastfeeding.
- Have telephone availability.
- Have access to reliable transportation.
- Be willing to help other WIC mothers to breastfeed.
- 2 years of P.C. experience preferred.

#### **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.

**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.