

### **PEER COUNSELOR (BREASTFEEDING)**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing breastfeeding peer counseling services and education to Women, Infants and Children (WIC) program prenatal and breastfeeding mothers; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Provides counseling and follow up services to pregnant and breastfeeding WIC clients to promote and support breastfeeding; manages client records ensuring strict confidentiality of all records; implements and updates progress reports on clients and distributes reports to all concerned parties; documents and updates direct services provided to clients (e.g. intake, eligibility, duration and completion of services); maintains case files in accordance with applicable program guidelines, policies and procedures; conducts assessment and training planning to improve the quality of life of the client; reviews outcomes with client and documents the assessment; refers potential clients to WIC for enrollment and to other health/social service agencies.

Assists in the development and implementation of educational materials; presents breastfeeding classes; reads books and materials on breastfeeding provided by supervisor; participates in clinic staff meetings and breastfeeding in-service training; attends staff meetings and education workshops and training; maintains and updated breast pump inventory and supplies and materials; assists with program planning modifications, material development and other special projects; interacts with health programs, organizations, Navajo Nation departments, social services and Indian health agencies; prepares required reports and outreach plans.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of breastfeeding management and support.  
Knowledge of social and health issues of the Native Americans.  
Knowledge of the benefits of breastfeeding infants.  
Skill in counseling clientele regarding breastfeeding.  
Skill in conveying technical information in a practical format.  
Skill in communicating effectively, both orally and in writing.  
Skill in establishing cooperative work relationships with those contacted in the course of work.  
Skill in developing and maintaining documentation of clinical records.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate amounts of physical effort while providing services in a clinical or office setting.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and six (6) months breastfeeding experience.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.