



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PEER COUNSELOR I**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (entry-level) community counseling work sharing previous experiences relating to the department's program. Provides basic counseling, education and assistance to participants of the program. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Promotes team culture that recognizes, understands, and respects each client's point of view, experiences, and preferences

Provides peer counseling and consultation to individual program participants, families, and/or team staff

Assists in promoting community services and/or counseling to the general public

Ensures accurate, timely, and complete documentation and subsequent data entry when required

Actively participates in the daily check-in meetings, weekly staff meetings, monthly case conferences and all agency staff meetings and trainings

May confers with physicians, nutritionists and nurses regarding the health of clients and their children

Monitors counseling centers to ensure the environment is conducive to promotion of the specified programs needs

Assesses participants problems and provides appropriate referrals

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Depending in program assigned, may provide counseling and education to pregnant and breastfeeding women to encourage initiation and increased lactation during breastfeeding

Performs all other related duties as assigned or required by the department

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Have successfully breastfed or expressed breastmilk for at least one baby

Must be receiving WIC or have received WIC

Shall have the ability to work outside regular clinic hours and outside the WIC Clinic

CERTIFICATES, LICENSES AND REGISTRATION

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English and Spanish language

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 encounter 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
- standing 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
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations