



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BREASTFEEDING COORDINATOR ASSISTANT**
Grade: 09

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

Responsible for assisting Breastfeeding Coordinator with the monitoring of breastfeeding program activities.

Trains and oversees peer counselor activities and assists in the overall program planning and management. Works under limited supervision with moderate latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

Provides monthly training to peer counselors at the program meetings

Provides breastfeeding training of WIC staff and peer counselors as needed

Maintains complete case files on each client

Assist in Breastfeeding promotion activities for the agency

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

Prepares monthly and yearly breastfeeding apparatus reports

Counsels participants with breastfeeding situations requiring special assistance

Manages client caseload; matches peer counselors with clients deemed appropriate for services

Monitors and evaluates client progress toward completion of assistance plan, amending and revising plan as necessary

Monitors peer counselors for compliance with WIC policies and procedures

Prepares, schedule and supports delivery of interactive counseling education curriculum to facilitate staff learning about typical program issues and counseling techniques

Maintains records and other required paperwork as necessary

Will conduct home visits as needed

Depending on program assigned, may assist in breastfeeding training of WIC staff and potential breastfeeding resource to WIC staff and community

Performs other related work as assigned by WIC Director

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Associate's degree in social services or related field

Five (5) years of PC experience, 2 years Hospital/BF promotion experience related to the department/program

Previous administration/management experience preferred

Completion of Peer Counselor Training "Loving Support through Peer Counseling: A Journey Together"

Two (2) years of related experience may be substituted for one (1) year of education

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 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

Ability to explain rules, regulations and policies of the program in terms understood by clients and the general public

Ability to exercise considerable discretion in handling confidential files

Ability to manage inventory/property

Ability to document and keep accurate records

Be able to use a personal computer, including use of Word, Excel, and the internet; knowledge of access helpful

If hired by the WIC department: Ability to operate and instruct patients about Breast pumps, manual and electric; Ability to provide breastfeeding training to staff

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