



# Clark County Health Department

Administrative Offices at 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | [clarkhealthohio.gov](http://clarkhealthohio.gov) | [info@clarkhealthohio.gov](mailto:info@clarkhealthohio.gov)

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## JOB OPENING

| Job Title                     | WIC Breastfeeding Peer                   |
|-------------------------------|------------------------------------------|
| Team                          | Women, Infants & Children (WIC)          |
| Supervisor                    | WIC Nutrition & Breastfeeding Supervisor |
| Director                      | WIC Director                             |
| Positions Supervised          | None                                     |
| Programs                      | Women, Infants & Children (WIC)          |
| Funding Sources               | Grant funded                             |
| Civil Service and FLSA Status | Classified, non-exempt                   |
| Appointment Status            | Part-time                                |
| Grade/Classification          | 15                                       |
| Insurance Benefits            | Not eligible for healthcare benefits     |
| Leave Benefits                | Eligible for holiday, vacation, sick     |
| Pay Range                     | \$15.13 - \$22.13                        |
| Regular Hours                 | 20 hours per week                        |
| Date Posted                   | 7/10/2026                                |
| Candidate Review              | Rolling basis beginning 7/16/2026        |

### JOB SUMMARY

The WIC Breastfeeding Peer provides breastfeeding education and support to new and expectant mothers, emphasizing the benefits of breastfeeding and strategies for overcoming common challenges. Assist mothers in establishing successful breastfeeding practices and managing typical concerns. Delivers counseling through various methods, including phone calls, clinic appointments, home visits, hospital visits, in accordance with local policies and procedures.

### EDUCATION & QUALIFICATIONS

Must have a valid driver's license and reliable transportation. Must have exclusively or substantially breastfeed at least one baby for a minimum of six months. Demonstrates a strong desire to support and assist mothers with breastfeeding. Must be a current or former WIC participant or meet WIC eligibility requirements.

### ESSENTIAL FUNCTIONS

- Supports a group of WIC mothers by checking in regularly and offering ongoing support
- Provides basic breastfeeding information, explains its benefits, and helps moms overcome common challenges and get off to a good start
- Offer support to help moms prevent and manage typical breastfeeding concerns
- Talk with pregnant and breastfeeding moms by phone, in the clinic, at home, or in the hospital, following local guidelines
- Keep all mom's personal information private and confidential
- Maintains accurate records of all contacts with WIC moms





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- Uses a screening tool to refer moms to the Breastfeeding Coordinator, lactation consultants, doctors, WIC nutritionists, or other health and social service professionals when needed
- Helps with breastfeeding and prenatal classes and supports group sessions of infant feeding
- Attends required training sessions and monthly staff meetings to stay up to date
- Reads and reviews materials on breastfeeding as assigned by the supervisor
- Works with Breastfeeding Coordinator to support and promote breastfeeding in the WIC clinic and community
- Help with program tasks like mailing milestone postcards, preparing charts, and tracking peer contact and activity data for monthly reports
- Completes other related tasks as assigned

## Limitations:

- Does **not** give medical or nutrition advice – that's for licensed health professionals
- Does **not** work alone without support or oversight from trained professionals

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to use a variety of breast pumps and other lactation-related equipment and supplies, proficient in using the Ohio WIC Certification System and IBM Cognos software for data entry, tracking and reporting, able to communicate effectively in different settings, including one-on-one, over the phone, and in group or class environments, capable of presenting information in multiple ways to support different learning styles and improve understanding and ability to convert measurements between U.S. standard and metric systems accurately.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; be able to effectively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; collection of data/research and analysis of statistics; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.





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- Involves travel by automobile to attend meetings with state agencies and community partners.  
Must have current driver's license valid in the state of Ohio and access to a personal automobile.  
Must provide personal transportation to work locations if agency vehicles are not available.

## **ORGANIZATION OVERVIEW**

The Clark County Health Department (CCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote work as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter and resume to:

Shannon Hackathorne  
Administration & HR Supervisor

[shackathorne@ccchd.com](mailto:shackathorne@ccchd.com)

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Applications will be accepted on a continuous basis until the position is filled.

All CCHD positions are nicotine, tobacco, marijuana and THC free.

CCHD is an equal opportunity employer.

