

NOTICE OF OPEN POSITION

CLARK COUNTY COMBINED HEALTH DISTRICT
529 E. HOME ROAD
SPRINGFIELD, OHIO 45503

Position Title: **Breastfeeding Coordinator**

Department: Women, Infant, and Children (WIC)

Supervisor: WIC Director

Salary Range: \$19.29 + 3.5% pay raise upon successful completion of probation

Date Issued: April 16, 2024

Filing Deadline: Open Until Filled

Full-time position. Help our participants establish and meet their breastfeeding goals by joining the Women, Infant, and Children (WIC) program. Candidates' should have experience in maternal and child nutrition, program management, have at least one year of experience in counseling breastfeeding women, have successfully completed specialized training in lactation management and care such as IBCLC, currently eligible to sit for the IBCLC exam or completed CLC or CLS training. Candidates' are also required to be one of the following: Ohio Licensed Dietitian (LD), Registered Dietitian (RD/RDN), Ohio Registered Nurse, or Physician's Assistants (PA) certified by the State Medical Board of Ohio. Preference is given to Ohio Licensed Dietitians. 180-day probationary period required.

For further information and a job description please visit www.ccchd.com.

This is a tobacco, nicotine, marijuana & tetrahydrocannabinol free position.

\$19.29 to start + 3.5% pay raise upon successful completion of probation. Excellent benefits package including healthcare options with generous HSA contributions and a \$500 per month non-enrollment stipend option, dental and vision insurance, deferred compensation programs, OPERS, Employee Assistance Program, vacation, sick and personal leave and 13 paid holidays

Please submit resumes to Shannon Hackathorne at shackathorne@ccchd.com.

The Clark County Combined Health District is an Equal Opportunity Employer.



Position Description
An Equal Opportunity Employer

529 East Home Road
Springfield, OH 45503

Position Title:

WIC Breastfeeding Coordinator I

Division:

WIC

Pay Grade:

19

Non-Exempt:

checkbox checked

Exempt:

checkbox

Classified:

checkbox checked

Unclassified:

checkbox

Immediate Supervisor:

WIC Director

Positions Supervised:

Peer Helper

QUALIFICATIONS (Examples of acceptable qualifications.)

Valid driver's license. Ability to communicate effectively in written and oral form.

Minimum qualifications include:

- Ohio Licensed Dietitians (LD), Registered Dietitians (RD/RD); RDN, a person who has a Bachelor's or Master's degree in nutrition working under the supervision of an LD or RN; LD is preferred credential.
-Experience in program management with a minimum of 1 year of experience counseling breastfeeding women
-Successful completion of one of the following specialized trainings in lactation management and care:
1. Currently an International Board-Certified Lactation Consultant (IBCLC) and maintaining certification
2. Currently eligible to sit for the International Board of Lactation Consultant Examiners (IBLCE) exam, or
3. Completed Certified Lactation Counselor (CLC), Certified Lactation Specialist (CLS), or other Clark County Combined Health District/WIC approved training of at least 30 course hours.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain current and appropriate licensure or certification.

Must complete required breastfeeding/nutrition continuing education as specified in Ohio WIC Policy and Procedure Manual.

EQUIPMENT OPERATED (The following are examples only and are not intended to be all inclusive.)

Standard office equipment and software.

Medical devices: Variety of Breast Pumps and other lactation supplies/equipment, medical infant scale and adult scale, recumbent and standing measuring board, Masimo Pronto, HemoCue, microcuvette, lancet.

Software: Ohio WIC Certification System, Microsoft Office, Outlook, SharePoint, and Teams.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

Is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury from hazardous waste; has contact with potentially violent or emotionally distraught persons; may be required to transport and lift awkward size boxes and containers; occasionally lifts objects 10 pounds or less; occasionally carries objects to 10 pounds or less.

Note: In accordance with the U.S. Department of Labor (DOL) physical demands strength ratings, this is considered sedentary work.

In cases of emergency, unpredictable client situations, and/or district needs, may be required to lift, push, pull and/or carry objects heavier than DOL strength ratings recommend.

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ESSENTIAL FUNCTIONS OF THE POSITION (JOB DUTIES in order of importance for purposes of 42 USC 12101)

<p>55%</p>	<p>Coordinate breastfeeding promotion and support services within the WIC project and local community; Ensures that local agency staff is properly trained on breastfeeding education and support; Provides ongoing supervision and support of local agency breastfeeding staff; Ensure staff knowledge in breastfeeding counseling requirements; Mentor staff to enhance their basic breastfeeding knowledge; Plan and deliver trainings for local WIC staff, agency staff, and other community members as applicable; Provides breastfeeding support/promotion to participants and the community; Identify the need for consultation and collaboration with other members of the health care team and make referrals as appropriate; Develops/Evaluates breastfeeding materials and tools, including an after-hours resource list for participants; Coordinates breastfeeding peer helper program under the supervision of the WIC Director; Serves as Peer Helper Supervisor; Oversees the training of peer helpers; Mentors new peer helpers, providing routine follow-up and guidance; Provides ongoing supervision and feedback for peer helpers; Oversees the planning, implementation and evaluation of peer helper and local agency breastfeeding activities; Contributes to the development of peer helper program goals and objectives; Conducts a needs assessment to identify gaps in breastfeeding resources and services within the project and community the WIC clinic and peer helper program can help address; Assists WIC participants in establishing and meeting their breastfeeding goals; Teaches hand expression and use of breast pumps; Serves as Designated Breastfeeding Expert</p>
<p>15%</p>	<p>Determines WIC eligibility of participant based on nutritional and dietary risks; Assesses and documents each participant's nutrition risk; Identifies the need for individual nutrition care plans; If RD/RDN, implements individual nutrition care plans for high-risk participants and assists Nutrition Supervisor in reviews of high-risk participants' individual nutrition care plans when developed by non-RD/RDN certifying health professionals to make recommendations as needed; If non-RD/RDN, refers high-risk participant charts to WIC Nutrition Supervisor or other qualified RD/RDN to review individual nutrition care plans and possibly make recommendations; Implements individual nutrition care plans for low-risk participants; Provides nutrition education responsive to the identified needs/interests of each participant; Prescribes food packages; Documents nutrition services provided, including referrals and follow-up referrals; Delivers nutrition education services to participants and community; Assists in development/evaluation of nutrition education materials; Assists in training new staff and interns to provide nutrition education services to participants;</p>
<p>10%</p>	<p>Determines WIC eligibility of participant not related to breastfeeding, nutritional or dietary risks; Ensures that screening and referrals for the lead testing and immunizations are performed; Develops skills necessary to function as a support staff; Completes heights, weights and hemoglobin and other laboratory work as assigned; Assists in training new staff and interns to provide clinic services;</p>
<p>20%</p>	<p>Performs non-direct participant related services; Runs data reports, including breastfeeding quarterly report data; Analyze and share local project breastfeeding data; Reports on peer helper program activities to Director and the State agency; Identifies, coordinates, and collaborates with community breastfeeding stakeholders to enhance the effectiveness of the peer helper program and WIC community support for breastfeeding mothers; Monitors local agency breastfeeding rates; Keeps current with up-to-date breastfeeding information and disseminates this to other local agency staff; Maintain current knowledge of all breast pumps distributed by the WIC clinic; Network with community agencies and organizations to promote breastfeeding as the accepted community norm; Pursue and supply evidence of at least six hours per year of continuing education on relevant and evidence based topics; Share knowledge obtained from continuing education programs; Assist in maintaining client charts especially in relation to breastfeeding support, nutrition education, referrals, and food package changes; Assist with participant appointment reminders; Assist with records retention; Participate in WIC Program outreach; Refer vendor complaints to ODH WIC vendor operations staff; Ensures breast pump issuance, inventory, and maintenance are logged and monitored;</p>



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OTHER DUTIES AND RESPONSIBILITIES

- Participates in Health District disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.
- Projects a positive and professional image to clients, the public and CCCHD staff; maintains confidentiality requirements in accordance with CCCHD personnel and HIPAA policies.
- Follows all Clark County Combined Health District safety policies and procedures.
- Performs other duties as assigned or required; attends staff meetings; and participates in department development.
- Demonstrates regular and predictable attendance.
- Commit to ongoing demonstration of advancement within the competencies identified in Attachment A.
- When in ICS staff may be requested to perform job duties within their scope of training and expertise but not listed in their job description.
- In emergent situations staff may be assigned to other agencies.
- Staff occasionally may be requested to perform work outside of daily work functions within their training and expertise.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment.)

*Safety practices and procedures. *Agency policies and procedures. *Agency goals and objectives. English grammar and spelling. Records management.

Working knowledge of: State WIC and local WIC project policies and procedures; medical terminology; VENA counseling; community resources and services; up to date knowledge of nutrition education practices;

SKILL IN

Use of modern office equipment and software. Motor vehicle operation. Problem solving skills.
Medical devices: Variety of Breast Pumps and other lactation supplies/equipment, medical infant scale and adult scale, recumbent and standing measuring board, Masimo Pronto, HemoCue, microcuvette, lancet.
Software: Ohio WIC Certification System, Microsoft Office, Outlook, SharePoint, and Teams.

ABILITY TO

Carry out instructions in written, oral or picture form. Deal with problems involving few variables within familiar context. Recognize unusual or threatening conditions and take appropriate action. Read, copy, and record figures accurately. Add, subtract, multiply, and divide into whole numbers. Copy records precisely without error. Complete routine forms. Maintain records according to established procedures. Prepare routine correspondence. Understand a variety of written and/or verbal communications.
Communicate effectively. Develop and maintain effective working relationships. Answer routine telephone inquiries.
Add, subtract, multiply, and divide fractions and/or percentages. Conversions between U.S. standard and metric system measures.

A copy of this form is to be placed in the employee's personnel file.

Health Commissioner

Date

Signature of Employee

Date

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