

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	WIC Breastfeeding Peer Helper
Team	Women, Infants & Children (WIC)
Supervisor	WIC Nutrition & Breastfeeding Supervisor
Director	WIC Director
Programs	Women, Infants & Children (WIC)
Funding Sources	WIC
Civil Service and FLSA Status	Classified, Non-exempt
Appointment Status	Part-time (20 hours per week)
Grade/Classification	15
Insurance Benefits	Eligible for part-time benefits
Leave Benefits	Eligible for sick, vacation and holiday
Pay Range	\$15.13 to start + 3.5% pay raise upon successful completion of probation
Regular Hours	20 hours per week
Date Posted	02/21/2025
Candidate Review	Rolling basis beginning 2/28/2025

JOB SUMMARY

The Breastfeeding Peer Helper is responsible for providing information to pregnant and breastfeeding women, making referrals following policy and protocols and assisting with breastfeeding activities of the WIC project.

EDUCATION & QUALIFICATIONS

Candidate must have exclusively or substantially breastfed a baby for at least six (6) months, demonstrate the desire to help mothers breastfeed successfully, is a current or former WIC participant or eligible for WIC services.

ESSENTIAL FUNCTIONS

The Breastfeeding Peer Helper receives a caseload of WIC mothers and makes routine periodic contacts; Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding; Helps moms to prevent and handle common breastfeeding concerns; Supports WIC pregnant and breastfeeding moms by telephone, in clinic, home visits, and/or hospital visits as determined by local policy/procedures; Respects each mom by keeping her information strictly confidential; Keeps accurate records of WIC mom contacts; Refers moms through use of assessment tool to WIC Breastfeeding Coordinator, IBCLC, Health Professionals/Nutritionists, Physicians, social service and public health agencies; Attends and assists in infant feeding, breastfeeding support, and prenatal classes; Attends breastfeeding peer helper training and additional training as available; Attends monthly staff meetings and breastfeeding conferences as appropriate; Reads supervisor assigned materials on breastfeeding or agency specific; Collaborate with the Breastfeeding Coordinator to assist in promotion and support of breastfeeding within the WIC clinic and community; Performs non-direct participant related services and trainings and other duties as assigned; Preparing and mailing

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breastfeeding milestone postcards; Pulling Peer Helper Program charts in preparation of contacts; Tracks contact type and peer activity data to report to Breastfeeding Coordinator monthly.

LIMITATIONS OF THE BREASTFEEDING PEER HELPER

The Breastfeeding Peer Helper is a paraprofessional support person who gives basic breastfeeding information and encouragement and will NOT:

- Provide specific medical/nutritional advice as defined in the scope of practice of licensed health care professionals.
- Work unsupervised or without the collaboration of other professionals.

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidate must have ability to establish and maintain effective working relationships with individuals and groups, ability to present ideas clearly and concisely, ability to follow basic oral and written instructions and ability to plan and organize effectively. A minimum of 20 hours of State approved training and six (6) hours of continuing education credit annually in the field of lactation will be required.

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; knowledge of community resources; be able to effusively 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; 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 in English.
- 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.
- 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.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) 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

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health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working 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, resume, and completed application to:

Shannon Hackathorne
Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District
Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

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