

# **BREASTFEEDING PEER COUNSELOR**

## **Women, Infants and Children's Grant (WIC)**

### **Milwaukee Health Department**

**THE PURPOSE** of this position is to provide basic breastfeeding information and encouragement to both pregnant and breastfeeding mothers who are served by the federally funded Women, Infants and Children's (WIC) grant. This position is federally funded and may lapse upon termination of federal funding.

#### **ESSENTIAL FUNCTIONS:**

- Counsel pregnant and breastfeeding mothers in the WIC Program both by telephone and through clinic visits.
- Maintain caseloads of WIC clients and makes routine periodic contacts.
- Give support and basic breastfeeding information to new mothers; inform them about the benefits of breastfeeding; help them to get a good start and overcome common barriers; and help them to prevent and handle common breastfeeding challenges and concerns.
- Keep accurate records of all contacts made with WIC clients through the ROSIE web-based software system.
- Provide health-related and social service referrals to mothers according to clinic-established protocols.
- Attend and assist with prenatal classes and breastfeeding support groups.
- Attend monthly staff meetings and breastfeeding conferences and workshops; and read assigned books and materials on breastfeeding.
- Assist WIC staff in promoting breastfeeding peer counseling through special projects.
- Perform other job related duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**CONDITIONS OF EMPLOYMENT:** The person in this position will be required to complete training sessions to become and continue as a WIC Breastfeeding Peer Counselor.

#### **MINIMUM REQUIREMENTS:**

1. Has successfully breastfed at least one infant for at least 6 months; need not be currently breastfeeding.
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Strong customer service orientation
- Ability to follow and implement oral and written instruction
- Enthusiasm for breastfeeding and desire to help other mothers enjoy a positive experience
- Ability to respond positively to a flexible and changing work schedule and environment
- Ability to work with minimal supervision
- Ability to work effectively with multi-disciplinary and multi-cultural staffs and groups
- Ability to work in a team environment utilizing quality principles and tools
- Proficiency in the use of word-processing and spreadsheet applications

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**THE CURRENT SALARY RANGE (5AN) IS:** \$29,052-\$35,021 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral or performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 3, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St, Room 706, Milwaukee, WI 53202-3554, by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.

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