

# Example of

## Position Description for Breastfeeding Peer Counselor Supervisor

**Position:**

Breastfeeding Peer Counselor Supervisor

**Job Description:**

The Breastfeeding Peer Counselor Supervisor manages the breastfeeding peer counselor program at the Local Agency level.

**Qualifications:**

- Has demonstrated experience in program management.
- Has demonstrated expertise in breastfeeding management and promotion.
- Has credentials of an International Board Certified Lactation Consult (IBCLC) or has other certification in lactation management (I.e. CLE, CLC) or State-approved training in lactation management.
- Has a minimum of one year experience counseling breastfeeding women.

**Training:**

- Will receive “*Loving Support*” training through WIC.
- Participates in continuing education about breastfeeding annually.

**Supervision:**

The Breastfeeding Peer Counselor Supervisor is supervised by the \_\_\_\_\_.

**Duties:**

- Assists in establishing program goals and objectives.
- Assists in establishing peer counseling program protocols and policies.
- Determines peer counselor staffing needs.
- Recruits and interviews potential peer counselors in alignment with program policies and standards.
- Arranges for training of peer counselors.
- Mentors new peer counselors during the first six months, providing routine follow-up and guidance.
- Provides ongoing supervision.
- Holds monthly meetings with peer counselors.
- Collects documentation records and data as appropriate.
- Monitors the peer counselor program.
- Routinely reports on the program to supervisor.
- Works with other peer counselors for discussion of potential program improvements.

I understand the above job responsibilities, and agree to perform these duties as assigned.

\_\_\_\_\_  
WIC Breastfeeding Peer Counselor Supervisor Signature

\_\_\_\_\_  
Date

# Example of

## Position Description for Senior Breastfeeding Peer Counselor

### Position:

Senior Breastfeeding Peer Counselor

### Job Description:

The Senior Breastfeeding Peer Counselor is a paraprofessional support person who provides both basic and advanced breastfeeding information and encouragement to pregnant and breastfeeding WIC participants. The Senior Breastfeeding Peer Counselor assists new peer counselors as needed.

### Qualifications:

- Has breastfed at least one baby. They do not need to be currently breastfeeding.
- Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.
- Has demonstrated expertise in breastfeeding counseling and management through previous experience as a breastfeeding peer counselor or through additional lactation training and experience.
- Can work about \_\_\_\_ hours a week.
- Has a telephone, and is willing to make phone calls from home.
- Has reliable transportation.
- Has computer skills in order to document notes in the WIC computer system.

### Training:

- Receives “*Loving Support*” training through WIC.
- Participates in continuing education about breastfeeding annually.
- Participates in all training programs of peer counselors.
- Observe other peer counselors or lactation consultants counseling mothers.
- Reads assigned books or other materials about breastfeeding.

### Supervision:

The Senior Breastfeeding Peer Counselor is supervised by the \_\_\_\_\_.

### Duties:

- Attends breastfeeding training classes in lactation management.
- Counsels pregnant and breastfeeding WIC participants at the WIC clinic, by telephone, home visits, and/or hospital visits.
- Manages a caseload of WIC participants and makes routine periodic contact with them.
- Provides information and support for women in managing common maternal and infant breastfeeding problems.
- Accepts referrals from peer counselors and WIC clinic staff regarding more advanced level follow-up needed with new mothers.
- Is available outside WIC clinic operating hours for new mothers who are having breastfeeding problems.
- Respects each client by keeping information confidential.
- Keeps accurate records of all contacts made with WIC participants in the participant’s electronic folder.
- Refers mothers, according to clinic-established protocols, to the:
  - State Nutritionist
  - Lactation Consultant
  - The mother’s physician or nurse
  - Public health programs in the community
  - Social service agencies
- Teaches breastfeeding portion of prenatal classes and leads breastfeeding support groups.
- Mentors new peer counselors.

- Reports program information to supervisors.
- Attends monthly staff meetings and breastfeeding conferences and/or workshops as appropriate.
- May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties.

I understand the above job responsibilities, and agree to perform these duties as assigned.

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WIC Senior Breastfeeding Peer Counselor Signature

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Date

# Example of

## Position Description for Breastfeeding Peer Counselor

### Position:

Breastfeeding Peer Counselor

### Job Description:

The Breastfeeding Peer Counselor is a paraprofessional support person who gives basic breastfeeding information and encouragement to pregnant and breastfeeding WIC participants.

### Qualifications:

- Has breastfed at least one baby. They do not need to be currently breastfeeding.
- Is enthusiastic about breastfeeding and wants to help other mothers enjoy a positive experience.
- Has demonstrated expertise in breastfeeding counseling and management through previous experience as a breastfeeding peer counselor or through additional lactation training and experience.
- Can work about \_\_\_\_\_ hours a week.
- Has a telephone, and is willing to make phone calls from home.
- Has reliable transportation.
- Has computer skills in order to document notes in the WIC computer system.

### Training:

- Observes other peer counselors or lactation consultants counseling breastfeeding mothers or pregnant women considering breastfeeding.
- Reads assigned books or materials about breastfeeding.
- Receives "*Loving Support*" training through WIC.
- Participates in continuing education about breastfeeding annually.

### Supervision:

The Breastfeeding Peer Counselor is supervised by the \_\_\_\_\_.

### Duties:

- Attends breastfeeding training classes to become a peer counselor.
- Counsels pregnant and breastfeeding WIC participants at the WIC clinic, by telephone, home visits, and/or hospital visits.
- Manages a caseload of WIC participants and makes routine periodic contact with them.
- Provides information and support for women in managing common maternal and infant breastfeeding problems.
- Gives basic breastfeeding information and support to new mothers, telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding issues and/or concerns.
- Is available outside WIC clinic operating hours for new mothers who are having breastfeeding problems.
- Respects each client by keeping information confidential.
- Keeps accurate records of all contacts made with WIC participants in the participant's electronic folder.
- Refers mothers, according to clinic-established protocols, to the:
  - State Nutritionist
  - Lactation Consultant
  - The mother's physician or nurse
  - Public health programs in the community
  - Social service agencies
- Attends and assists with prenatal classes and breastfeeding support groups.
- Attends monthly staff meetings and breastfeeding conferences and/or workshops as appropriate.

- May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties.

I understand the above job responsibilities, and agree to perform these duties as assigned.

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WIC Breastfeeding Peer Counselor Signature

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Date