



Public Health
Prevent. Promote. Protect.

WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.
HEALTH COMMISSIONER

Scott R. Swope, D.O.
MEDICAL DIRECTOR

EMPLOYMENT OPPORTUNITY

Posted 10-25-2017

- POSITION:** WIC BREASTFEEDING PEER HELPER
- AGENCY:** Warren County Health District
- DEPARTMENT:** WIC (Women, Infant, Children) Program
- LOCATION:** Lebanon Office, 416 South East St., Lebanon, Ohio 45036 and
Franklin Office, 333 Conover Dr., Lebanon, Ohio 45036
- HOURS:** Part-time, 16 hours per week
8:00 a.m. - 4:30 p.m. Wednesday and Thursday
(when working in Franklin, hours will be 7:30 am to 4:00 pm)
- PAY RANGE:** Pay Grade 1 - \$12.04 Hourly
- POSTING PERIOD:** This notice is being posted for a period of time not less than seven (7)
consecutive calendar days beginning October 25, 2017

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent. Experience in breastfeeding. Must have breastfed at least one baby for six months or more. Valid Driver's License. Must have dependable transportation. Prefer candidate that is WIC eligible or has previously been WIC eligible.

KNOWLEDGE, SKILLS AND ABILITIES:

Good oral and written communication skills. Ability to offer information, encouragement and support to breastfeeding women in the community. Ability to facilitate support groups. Ability to maintain lending library and breast pump loans, including tracking loaned items. Knowledge of local breastfeeding resources.

JOB RESPONSIBILITIES:

Under the supervision of the Breastfeeding Coordinator the Breastfeeding Peer Helper is responsible for providing basic breastfeeding information to pregnant and breastfeeding women, making referrals to the Breastfeeding Coordinator following policy and protocols and assisting with the breastfeeding activities of the WIC Project. **Full Job Description available on our website (employment opportunities) at www.warrenchd.com**

TO MAKE APPLICATION:

Please submit cover letter and resume to Tammy Cranmer, HR Office, Warren County Combined Health District, 416 South East Street, Lebanon, Ohio 45036 or email to tcranmer@warrenchd.com

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK
E.O.E.

WARREN COUNTY COMBINED HEALTH DISTRICT

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 3

Office/Agency:	Health Department	Employee Name:	
Class Title:	WIC Breastfeeding Peer Helper	Position Title:	WIC Breastfeeding Peer Helper
Class Number:	42421	Position Number:	
Dept./Div.:	WIC	Civil Service Status:	Classified
Reports To:	WIC Director	Employment Status:	Part-time
Pay:	Hourly (Range)	Hours:	16/week (schedule varies)
FLSA Status:	Non-exempt	Paygrade:	1

QUALIFICATIONS: An example of acceptable qualifications:

High school diploma or equivalent; and has knowledge of lactation management; and has breastfed at least one (1) baby for a minimum of six (6) months.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must complete a minimum of twenty (20) hours of state approved training and obtain six (6) hours of continuing education credits per year in the field of lactation; must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the district's insurance provider; must have dependable transportation.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Standard office and medical equipment.

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.

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

85% (1) Promote, support, counsel and assist pregnant and breastfeeding participants in lactation management through phone contacts, mailings, and clinic visits; make routine periodic contacts with all assigned participants; collect data for evaluation purposes; prepare and provide information to participants; maintain strong and current knowledge base in breastfeeding; provide hands on assistance; issue breast pumps; assess and resolve problems with breastfeeding and/or pumps; accept referrals; serve as a resource person to WIC staff; maintain accurate and current records; file; utilize computer and WIC system database; prepare monthly reports; provide after hour services via Breastfeeding Hotline; send referrals; refer participants to Breastfeeding Coordinator, Dietician, Lactation Consultant, and/or other professional when appropriate; conduct outreach; develop education materials and displays; organize and assist with breastfeeding support group, prenatal breastfeeding classes and Breastfeeding Awareness Month activities; order and maintain supplies and equipment.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, OH 45140

{9/4/2012 PDWARHD 00101310.DOC }

WARREN COUNTY COMBINED HEALTH DISTRICT

An Equal Opportunity Employer

Page 2 of 3

POSITION DESCRIPTION

Office/Agency:	Health Department	Employee Name:	
Class Title:	WIC Breastfeeding Peer Helper	Position Title:	WIC Breastfeeding Peer Helper
Class Number:	42421	Position Number:	
Dept./Div.:	WIC	Civil Service Status:	Classified
Reports To:	WIC Director	Employment Status:	Part-time
Pay:	Hourly (Range)	Hours:	16/week (schedule varies)
FLSA Status:	Non-exempt	Paygrade:	1

10% (2) Provides support to WIC program; answers phone calls; registers clients; obtains necessary documentation and authorizations; gathers and documents health-related information; files client records; processes mail; makes copies, runs errands; prepares materials for public relations, health education activities and meetings; obtains hemoglobin levels; measures and weighs clients; assesses growth chart.

5% (3) Participates in Health District activities related to emergency preparedness, including trainings and exercises. In the event of a real emergency, provides services appropriate with training and capabilities which may be unrelated to routine job functions. Performs other duties as assigned by the immediate supervisor or Health Commissioner, including, but not limited to attendance at committee meetings, workshops and continuing education seminars.

OTHER DUTIES AND RESPONSIBILITIES:

(4) Attends health fairs, manages exhibit booth, answers questions, and distributes printed breastfeeding information.

(5) Follows all Warren County Health District safety policies and procedures; maintains all required licenses and/or certificates.

(6) Performs other duties as assigned.

(7) Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: inventory control; safety practices and procedures (WCCHD safety policies and personal protective equipment*); State WIC and agency policies and procedures (WCCHD personnel policies*) interviewing; counseling; education techniques; child development; safety practices and procedures*; agency goals and objectives*; Occupational Safety and Health Administration rules and regulations; first aid practices; lactation methods and practices; medical technology; personal hygiene; environmental health; infection control; community resources and services; office practices and procedures; English grammar and spelling; records management; human relations; case management.

Skill in: use of modern office equipment (i.e., fax machine, copier, optic telephone, postage machine, HemoCue machine, etc.*); computer, use or operation of medical equipment; Word processing (MS Word programs, other

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, OH 45140

{9/4/2012 PDWARHD 00101310.DOC }

WARREN COUNTY COMBINED HEALTH DISTRICT

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 3 of 3

Office/Agency:	Health Department	Employee Name:	
Class Title:	WIC Breastfeeding Peer Helper	Position Title:	WIC Breastfeeding Peer Helper
Class Number:	42421	Position Number:	
Dept./Div.:	WIC	Civil Service Status:	Classified
Reports To:	WIC Director	Employment Status:	Part-time
Pay:	Hourly (Range)	Hours:	16/week (schedule varies)
FLSA Status:	Non-exempt	Paygrade:	1

specific WIC and WCCHD software*); equipment operation (adult/child weigh scale, infant weigh scale, adult/child height measurement board, infant height measurement board).

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; exercise independent judgment and discretion; read, copy, and record figures accurately; copy records precisely without error; complete routine forms; compile and prepare reports; prepare accurate documentation; prepare and deliver speeches and presentations; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone on most tasks; cooperate with co-workers on group projects; develop and maintain effective working relationships; answer routine telephone inquiries.

POSITIONS DIRECTLY SUPERVISED: None.

(Signature of County Representative)

(Date)

(Signature of Employee)

(Date)