



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 199-23

OPENING DATE: 11/22/2023

CLOSING DATE: 12/06/2023

POSITION: Breastfeeding Peer Counselor
PAY GRADE: NE3 (\$13.20/hr. - \$17.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part-Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: WIC
REPORTS TO: Nutritionist-Breastfeeding Coordinator
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: The Breastfeeding Peer Counselor is a paraprofessional who provides basic breastfeeding information, support and encouragement to pregnant women and to breastfeeding mothers participating in the Women, Infants & Children nutrition program (WIC), and serves as a role model for breastfeeding women.

JOB DUTIES:

- Completes all required breastfeeding trainings to become a peer counselor.
- Counsels pregnant women and breastfeeding mothers by telephone and in the WIC office at scheduled intervals determined by the local WIC provider.
- Receives a caseload of WIC participants and makes contact with participants based on local agency's contact schedule.
- Attends scheduled WIC prenatal and breastfeeding classes with WIC Nutritionists and participants and ability to organize mother support groups
- Answers common questions about breastfeeding.
- Provides culturally acceptable information and support for women in managing common maternal and infant breastfeeding problems that occur.
- Keeps accurate records of all contacts made with WIC participants using MOSAIC and excel records as directed.

- Builds rapport by establishing and maintaining effective working relationships with WIC participants, WIC team members and other health and social services personnel.
- Attends monthly staff meetings and breastfeeding conferences and/or workshops as appropriate.
- Assists WIC staff in promoting breastfeeding through special projects and duties as assigned
- Maintains accurate, organized work records, documents and files.
- Maintains strict confidentiality; adheres to all HIPAA guidelines/regulations
- Assists WIC staff in planning World Breastfeeding Week Events
- Outreach for Peer Counselor Program as assigned
- Reports for special assigned duties during a public health emergency, if applicable
- Any other duties as assigned related to breastfeeding

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED required.
- Current or previous WIC client with personal breastfeeding experience.
- Successful completion of the POI required training within the time designated by POI WIC office and any mandatory retraining.
- Bilingual preferred
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of the benefits of breastfeeding and understanding of how to support the breastfeeding mother.
- Provide support new mothers and babies with breastfeeding by:
- Providing information to help participants make educated decisions about how they will feed their babies.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to exercise independent judgment.
- Ability to refer for complex breastfeeding issues, when outside scope of practice.
- Sharing strategies that can help mothers get off to a good start with breastfeeding.
- Answering common questions about breastfeeding.
- Excellent communication and computer skills.
- Providing encouragement when breastfeeding is challenging.
- Yielding appropriately for questions outside their scope of practice.
- Supporting mom by including other family members and sharing information.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.

- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.