



MERCED COUNTY
COMMUNITY ACTION AGENCY
1235 W. Main Street, Merced, CA • (209) 723-4565 • FAX (209) 385-9934
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds
Board Chairperson

Brenda Callahan-
Johnson
Executive Director

JOB DESCRIPTION

BREASTFEEDING PEER COUNSELOR

This is a temporary full-time (40 hours per week) position dependent upon grant funding.

WOMEN, INFANTS & CHILDREN (WIC) NUTRITION & HEALTH PROGRAM

ESSENTIAL FUNCTIONS:

Under supervision of the Lactation Coordinator, provides breastfeeding education, support and encouragement to pregnant and breastfeeding participants by telephone, individual sessions or group settings; maintain records, supplies and equipment including breast pumps. This is a non-exempt position.

TYPICAL DUTIES:

- Facilitate group prenatal education and breastfeeding support sessions on infant feeding in a variety of settings as assigned;
- Provide technical and emotional support to breast-feeding mothers in a variety of settings as assigned – services may be face to face in the office, or at the hospital, and over the phone;
- Refer mothers as needed to Lactation Consultant, Nutritionist, Physician, public health programs or social service agencies.
- Issue, and maintain accurate records for the loan of electric breast pumps;
- Maintain supplies and inventory of participant education/breastfeeding support supplies;
- Participate in staff training and Breastfeeding Coalition meetings;
- Answer phones; file; schedule and revise appointments;
- Conduct program outreach activities as directed;
- Pick-up and deliver supplies from administration office to site;
- Travel to other sites as needed to provide assistance; attend meetings as required.
- Work three hours on Saturdays.

REQUIRED QUALIFICATIONS:

Education

High School graduate or equivalent.

Knowledge and Abilities

Knowledge of modern office practices and procedures and computer literate; accurate maintenance of records; knowledge of WIC Program basics. Knowledge of breast feeding benefits, and support. Knowledge of community resources and other social services. Ability to work independently and cooperatively with staff and clients; communicate effectively, both orally and in writing; Maintain strict confidentiality; commitment to excellent community service; bi-lingual in English and Spanish required.

DESIRED QUALIFICATIONS:

1. Has breastfed at least one baby.
2. Prior or current participation on the WIC Program.
3. Other work with mothers of infants, and with low-income and/or immigrant or migrant families preferred.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California driver's license and proof of minimum California vehicle insurance.
2. Work Saturdays and evenings.
3. Ability to walk, stoop and squat as needed; be able to lift and carry in excess of 40 pounds on a regular basis and to sit and keyboard/and or write (fine hand manipulation) as much as 75 % of scheduled time.

SALARY RANGE: 54.1 Step 1 \$11.46hrly + Benefits;

HOURS: 40/HRS WEEK Mon-Thurs 9:00am - 6:00pm; Friday 8-1pm; Saturday 8-11am.

APPLY AT: MCCA H.R. 1235 W. Main St, Merced (Application and transcripts a MUST)

DEADLINE: September 15, 2017

COPIES OF CERTIFICATIONS MUST BE SUBMITTED WITH APPLICATION

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE, ABILITY, AND CERTIFICATION FOR THIS POSITION.

NOTE: POSTMARKS WILL NOT BE HONORED

THIS IS NOT A COUNTY POSITION