



## CLASS SPECIFICATION

Class Title: WIC Peer Counselor  
Department: Health – WIC

Class Code: 5545  
Eff Date: 10/14/11  
Grade: 7

### GENERAL PURPOSE

Under the general supervision of the WIC Bureau Manager, performs paraprofessional support duties in providing breastfeeding information and encouragement to WIC prenatal and post-partum participants.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed nor do the listed examples include all of the duties which may be found in positions of this class.)

Makes routine and periodic contacts with assigned WIC caseload as required by program guidelines; accurately documents all contacts with WIC clients. Prepares and submits monthly reports on assigned caseload activity.

Provides basic breastfeeding information and support to new mothers, describing benefits of breastfeeding, common barriers, concerns and techniques.

Counsels WIC pregnant and breastfeeding mothers in the clinic, by telephone, home visit or during scheduled intervals at the hospital. Attends and assists with prenatal classes with breastfeeding support groups.

Makes referrals as necessary for nutrition, lactation, public health programs in the community, and social service agencies.

Attends regularly scheduled staff meetings and training and/or meetings to increase knowledge of WIC program and skills of breastfeeding; reads assigned books and materials on breastfeeding.

Receives telephone calls, handling matters of a technical or routine nature; assists clients in filling out forms and applications as required.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience: High school graduation or equivalent. Must have

breastfed at least one baby. Preference for fluency in Spanish and English (fluency defined as proficiency level in both languages as evidenced by the ability to verbally interpret from English-to-Spanish and from Spanish-to-English, as well as the ability to translate written documents from English-to-Spanish and from Spanish-to-English).

2. Special Requirements:

Must successfully complete peer counselor training within six (6) months of hire date.

Must furnish and use personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: peer counseling principles, regulations, and eligibility requirements; breastfeeding benefits; WIC policies, procedures, and practices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: teach breastfeeding skills to others; exercise strict confidentiality; work a flexible schedule; facilitate support groups; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, WIC clients, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.