



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Lactation Peer Counselor PT**
Jurisdictional Class: Non-Competitive
Civil Division: County
Adoption: CSM 3/10/10
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The Lactation Peer Counselor is responsible for assisting mothers and significant others of lactation services in developing skills for empowerment and successful community living. The incumbent assists clients by providing guidance negotiating health related service systems and assisting in the development of self-help networks, as well as serving as a support system for the client. The work is performed under the direct supervision of a higher level supervisor. Supervision over the work of others is not a responsibility of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides emotional support to mother and significant other through personal interaction;
Provides the mother with advice on aspects of normal lactation;
Provides anticipatory guidance to reduce the occurrence of problems;
Keeps accurate records of contacts with mother using correct forms provided by Agency;
Identifies the need for referral to the lactation coordinator or peer counselor coordinator;
Provides information on the effect of foods, medications and home remedies on lactation within the guidelines addressed in training;
Acts as an advocate for breastfeeding in the community;
Assists in teaching breastfeeding classes within the WIC program;
Participates in peer support groups;
Provides information on additional sources of help for the breastfeeding mother;
Attends peer counselor meetings;
Attends local, regional and state breastfeeding promotion and support trainings as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the problems of those in need of services;
Working knowledge of community resource agencies, services and programs available;
Working knowledge of self-help techniques;
Ability to secure confidence and cooperation of clients;
Ability to relate sympathetically to clients;
Ability to understand and follow instructions;
Good communicator;
Good telephone skills;

Exhibits good interpersonal skills and maintains good organizational skills;
Commitment to the purpose and benefits of the program;
Enthusiasm for assisting women and their families.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; and
- (B) Knowledge base in skills necessary to breastfeeding; and
- (C) Successful completion of the WIC Peer Counseling training program after hire.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State driver's license appropriate to vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

(Approved by NYSCSC 9/21/11)