

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 25, 2014
CLOSING DATE: OCTOBER 15, 2014

DEPARTMENT: Health & Emergency Services

POSITION: Breastfeeding Counselor

LOCATION: Payson

JOB CODE: 14-074

ANNUAL SALARY: \$21,798.00-\$29,972.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to help improve the nutritional status of infants in Gila County by providing breastfeeding education and support to WIC participants.

This position provides breastfeeding information and support to WIC participants, manages a caseload, maintains contact with clients, coordinates classes and groups and maintains confidential records.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Counsels pregnant and breastfeeding WIC participants via telephone, home visits, hospital visits, text and email.	20%
• Supports and provides basic breastfeeding information to new mothers, including benefits of breastfeeding, overcoming common barriers and prevention/management of common breastfeeding concerns.	20%
• Coordinates and facilitates breastfeeding classes and support groups.	15%
• Manages caseload of WIC participants and makes routine periodic calls to assigned clients.	15%
• Attends breastfeeding workshops and conferences, as appropriate.	10%
• Maintains accurate record of each contact made with WIC participants.	10%
• Maintains strict confidentiality.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

None

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved limits for employee training and development projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures, responds to public inquiries, participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memo, emails, reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, and other groups and/or individuals and institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

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MINIMUM YEARS OF EXPERIENCE REQUIRED

One (1) year experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

International Board Certified Lactation Consultant.

KNOWLEDGE REQUIRED

Clerical, Customer and Personal Service, Incumbents in this position must have knowledge of breastfeeding and lactation problems.

SKILLS REQUIRED

Active listening, critical thinking, customer service, public speaking (large groups), problem recognition, problem solving, troubleshooting.

ABILITIES REQUIRED

Ability to solve problems through deductive reasoning, focus, multi-task, maintain mental response and quickness, maintain calm demeanor in stressful situation.

PHYSICAL DEMANDS

- Rarely stands to present and to attend to customers.
- Regularly sits to complete report, operate computers, complete a program and attend to other duties. Occasionally sits to attend to reception areas.
- Occasionally lifts under 10 lbs., occasionally lifts up to 25 lbs.

WORK ENVIRONMENT

Typically works in an office environment. Occasionally spends time in lobby environment and automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are routinely exposed to bloodborne pathogens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position are constantly required to wear plastic rubber gloves.

CONSEQUENCES OF ERROR

Potential errors can result in minor delay or inconvenience. Errors can be detected early.

SPECIFIC CONDITION

Incumbents in this position must be able to work 10 -15 hours a week. Has reliable transportation.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.