



WIC Support Staff-Breastfeeding Peer Helper/Intake Clerk

Holmes County General Health District(HCGHD)

PO Box 272, Millersburg, OH 44654// 85 N Grant Street, Millersburg OH 44654

We are currently accepting applications for a part-time WIC Support Staff – Breastfeeding Peer Helper and Intake Clerk for 16 to 20 hours per week to offer basic breastfeeding knowledge, support and encouragement to Holmes County pregnant and breastfeeding mothers. As an Intake Clerk maintaining and monitoring of confidential information is prime function.

The HCGHD offers a comprehensive benefits package including health, dental, vision and life insurance; 12 paid holidays; tuition reimbursement, vacation time, and sick time; and an employee assistance program. Compensation is based on experience and education level. Paid time off is based on hours worked.

The chosen WIC Support Staff candidate will:

- Work with women providing basic breastfeeding information and support to breastfeeding and pregnant women including but not limited to: benefits of breastfeeding, overcoming common barriers, getting a good start with breastfeeding, weight checks, latch assessments and preventing and handling common breastfeeding concerns.
- Provided one-on-one support to breastfeeding and pregnant WIC participants by interviewing, assessing and determining the best way to help breastfeeding mothers, making referrals to Health Professional, WIC Breastfeeding Coordinator, CLC, IBCLC or mother/child's Healthcare provider when needed. Arrange home visits as needed.
- Schedule individuals interested in participating in the WIC Program; interviews individuals and collects information in order to determine program eligibility; issues with the WIC Nutrition Card for those determined to be eligible and explains the program rules and regulations per grant requirements.
- Completes heights/weights/lengths on participants, does screening for lead, iron and immunizations.
- Maintains client charts to ensure all necessary paperwork is complete; assists clients with the completion of forms; ensures the follow-up of telephone triage notes; completes paperwork needed to comply with grant requirements.
- Performs various administrative duties that include but are not limited to scheduling appointments, preparing and sending notices of appointments and missed appointments, keeps referral lists current, making phone calls/text to remind clients of appointments, etc.
- Plans, organizes and attends parent breastfeeding support groups, and provide regular Infant Feeding Class to WIC participants and the public.
- Ensure WIC participants are contacted per the Loving Support Guidelines and follows the telephone triage notes, completes paperwork needed to comply with grant requirements.
- Completes Daily Activity Logs and contact spreadsheets to ensure accurate monthly/quarterly reporting of breastfeeding information.
- Participates in breastfeeding promotion and outreach activities such as attending health fairs, county fairs, etc.
- Maintains required continuing education hours by attending breastfeeding conferences and trainings as required by state and local WIC program. Must be accountable for time and travel.
- Other duties as assigned

Minimum Qualifications:

Must have a high school diploma or equivalent. Minimum of exclusively or substantially breastfed one (1) infant for at least six (6) months but does not need to be currently breastfeeding. Must be a current or former WIC participant. Must be a similar economic, educational and cultural background as the WIC participants being served. Individual must be enthusiastic about breastfeeding and want to help other mothers enjoy a positive breastfeeding experience with a pleasant telephone voice. Must have a good working knowledge of Microsoft Office programs such as Word, Excel, PowerPoint, and Publisher. Conva and Facebook knowledge, prior WIC experience and bilingual a plus.

Please email or send resume and cover letter to: lflickinger@holmeshealth.org or LaVonne Flickinger, Director of Finance and Human Resources, Holmes County General Health District at PO Box 272, Millersburg, OH 44654. This institution is an equal opportunity provider.