



## Human Resources Department Pueblo of Santo Domingo

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### **JOB ANNOUNCEMENT**

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**POSITION TITLE: Breastfeeding Peer Counselor**

**SALARY RANGE: \$13.00-\$15.00 hourly**

**DEPARTMENT: WIC**

**POSITION STATUS: PT Non-exempt**

**SUPERVISOR: Rita Pacheco**

**JOB POSTING ID: WIC-0006**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity*

#### **BASIC PURPOSE:**

Incumbent is responsible to promote and educate WIC prenatal and breastfeeding moms on benefits of breastfeeding, and support breastfeeding throughout the duration after a mom chooses to breastfeed. Incumbent is responsible to assist in all aspects WIC operation including but not limited to; Client confidentiality, documenting/record keeping of all contacts with Clients and maintaining a clean, safe, and welcoming environment for all WIC Clients. Responsible to attend local, regional, and national WIC in-service /training including nutrition education, breastfeeding and other training needed to assure adequate and efficient operation of the WIC Program.

#### **TYPICAL FUNCTIONS:**

- Successfully complete all three (3) Loving Support Peer Counselor training. Keep up with training/trends on breastfeeding on on-going basis.
- Provide breastfeeding promotion and technical support to prenatal and breastfeeding moms, including the benefits, overcoming common barriers /concerns, and getting a good start with breastfeeding.
- Counsels WIC pregnant /breastfeeding mothers in the clinic, by telephone, texting, home visits and/or hospital visits at scheduled intervals /as needed.
- Be available as initial contact person for prenatal and breastfeeding mothers at certifications. Coordinate with Nutritionist and CPA on certification days.
- Is available outside the usual 8am to 5 pm working hours to moms who have breastfeeding concerns. Will be on call evenings, weekends, etc. based on Peer Counseling protocols.
- Document all contacts and keep accurate records of all contacts made with WIC clients in the SPIRIT database system, Excel spreadsheet, or other tracking systems in place. Ensure confidentiality of all WIC client information and paperwork.
- Contacts Director (currently serving as BF/PC Coordinator) or Lactation Consultant with questions, or for support.
- Refers mothers to other support services according to the WIC clinic established protocols.
- Schedules and presents WIC clinic prenatal and breastfeeding education sessions/conversations and support groups monthly (at least quarterly to meet federal requirements).
- Attends Peer Counselor and other meetings as appropriate and scheduled.
- Communicate regularly with WIC Director and Lactation Consultant (if available) and WIC staff on all issues pertaining to breastfeeding. Provide periodic reports to WIC Director on peer counseling deemed necessary for quality assurance including but not limited to after hour and weekend contact for support.
- Make and post posters to announce WIC Breastfeeding promotion and other WIC activities.
- Attend local (including but not limited to NM Breastfeeding Taskforce), regional and national WIC training including nutrition education, breastfeeding and other training needed to assure adequate and efficient operation of the WIC Program.

- Assist staff with promotion activities as defined in WIC Program regulations /protocols including but not limited to participation in scheduled outreach events, health /resource fairs, etc.
- File all documentation received from moms in participant folders promptly and appropriately.
- Coordinate with Nutritionist, CPA, and WIC Technician on certification days.
- Assist WIC Staff with promotion activities on Nutrition Education, Breastfeeding and Recruitment for participation.
- Other duties as assigned.

**REQUIRED COMPETENCIES:**

- **INTEGRITY/HONESTY**  
All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to handling and tracking confidential client information, and proper behavior between staff and patients. Incumbent must conduct oneself above the appearance of doing something wrong.
- **TEAMWORK**  
All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others’ perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **GOAL AND TASK MANAGEMENT**  
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **COLLECT AND ORGANIZE INFORMATION**  
Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **INTERPERSONAL SKILLS (WORKING WITH OTHERS)**  
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

**MINIMUM QUALIFICATIONS:**

- Must be either currently breastfeeding or have prior experience as a breastfeeding mom.
- Must be a current or former WIC Participant (Client).
- High school graduate or GED.
- Advanced computer skills i.e. Micro Soft Office.
- Fluent in Kewa Keres language (Preferred).
- Must be enrolled member of Santo Domingo Pueblo.
- Must have excellent oral, written, and listening communication skills.
- Must possess leadership/team building skills and abilities to work cooperatively with other program personnel and willingness to institute best professional practices.
- Some travel may be required.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- Valid driver’s license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

**HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Breastfeeding Peer Counselor application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume