

EMPLOYMENT OPPORTUNITY

WIC Breastfeeding Peer Counselor – Whidbey Island (PT)

The Breastfeeding Peer Counselor provides education, information, support and encouragement to pregnant and breastfeeding participants in the WIC Nutrition Program.

This is a part-time position, (Approximately 8 hours per week) based out of Whidbey Island office on seaplane base.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Work closely with WIC staff, and become familiarized with WIC program procedures.
2. Perform peer activities through one-on-one, class, hospital, or telephone contact:
 - Establish individual client rapport;
 - Assess client needs; provide breastfeeding support and information as needed;
 - Support clients in meeting their breastfeeding goals;
 - Arrange for clients in hospital to obtain breast pump if needed;
 - Be available by phone, on duty and off, for client support;
 - Identify issues outside scope of practice and refer clients for professional support
3. Maintain documentation of client contacts and education.
4. Compile reports, referral forms and contact log.
5. Complete training course required by the State WIC Program.
6. May provide services at satellite locations.
7. Participate in agency and team meetings and trainings, WIC meetings/training, county and state coalitions and trainings, as required.
8. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Previous WIC client, with 6-months minimum breastfeeding experience required.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Bilingual (Spanish/English) preferred; additional languages helpful.
- Strong organization and time management required, with ability to multi-task.
- Detailed documentation and reporting skills
- Work independently, and as a team member.
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; Office Hours, WIC Database system, CSST.
- Must have strong and effective communication skills (oral and written).

- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COVID-19:

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination required.

COMPENSATION AND BENEFITS:

Starting wage between \$16.91 - \$18.66 per hour (DOE)

PT Benefits include:

- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 Holidays per year
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:
(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
