



**NHCI Job Posting  
February 25, 2019**

**Peer Counselor – Allen County  
38 Hours**

Neighborhood Health Clinics, Inc. is accepting applications for a Peer Counselor to assist in the planning, organizing, and implementing of the breastfeeding program for Neighborhood Health Clinics in accordance with the guidelines and policies set forth by the Indiana WIC Program. Specific duties include:

- Counsels WIC pregnant and breastfeeding mothers, one-on-one in the WIC clinic or by telephone:
  - Provides information consistent with WIC Program philosophies on the benefits and reasons to breastfeed.
  - Gives basic breastfeeding information such as latching on, getting started in the hospital, supply and demand, preventing problems, overcoming common barriers, growth spurts, discouraging routine bottle supplementing (either formula or glucose water), expressing and storage of breast milk, and the use of pumps and supplements.
  - Contacts breastfeeding postpartum clients to provide information and support encouraging the continuance of successful breastfeeding.
  - Arranges follow-up contacts as necessary as long as it is agreeable to the WIC client.
- Makes referrals according to clinic-established protocols:
  - Immediately refers clients who are experience breastfeeding problems (ex: using nipple shields, supplements, etc.) to the Lactation Team Leader.
  - Refers to Lactation consultant, mother's physician or nurse, other social services agencies or public health programs, as appropriate.
- Teaches breastfeeding conferences/workshops and prenatal classes, as appropriate; attends breastfeeding support groups.
- Documents all encounters in computer chart progress notes and breastfeeding education forms. Maintains documentation on all contacts made with WIC clients.
- Ensures clients who have loaner pumps are contacted every two weeks to determine if the pump is being used and to offer breastfeeding support.
- Participates in professional development activities and maintains professional affiliations:
  - Reads books and materials on breastfeeding as assigned by the supervisor.
- Provides information and reports to the Lactation Team Leader to clearly describe activities and progress toward agreed upon goals/objectives.
- With supervisory approval, assists in the promotion of breastfeeding through various community outreach activities.
- Performs duties in accordance with NHCI Standards of Conduct and Mission Statement.
- Performs related work as required and other duties as assigned.
- May be required to work at the Paulding Road location in addition to the Calhoun Street location.

Full time position with benefits. Position requires a high school diploma or GED equivalent. Peer Counselor Breastfeeding Program, or obtain the same within 6 months of date of hire. Preferably is or was a breastfeeding mother within the last 5 years. Preferably is or was a WIC client. Bilingual Preferred. Previous computer experience preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260)969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.