

**POSITION: LACTATION SUPPORT SPECIALIST II - WIC**

**Posting #: 5623-0318ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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### **PART TIME CAREER SERVICE POSITION**

Position Hours: Monday, Tuesday, Thursday and Friday 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.  
Wednesday 9:30 a.m. – 1:30 p.m. and 2:30 p.m. – 6:30 p.m.

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 14 – 20, \$13.21 - \$15.20 per hour / \$1,056.77 - \$1,215.70 Bi weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: March 5, 2018**

**CLOSING DATE: \*Open Until Filled**

\*All applications received by March 12, 2018 will be screened by the Human Resource Office. Those applications meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates, as needed, until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Performs lactation support work in providing breastfeeding information and specialized assistance by telephone or in person to women that are pregnant or breastfeeding.

### **DUTIES INCLUDE:**

**Serves** as initial point-of-contact for pregnant and breastfeeding women calling the Breastfeeding Warmline; answers routine questions regarding appropriate latch, positioning, duration of breastfeeding, infant weight gain, and basic infant nutrition, etc.; refers clients with questions and needs beyond scope of training to appropriate party based upon lactation information gathered.

**Completes** log of incoming and outgoing calls documenting assessment of support needed and subsequent lactation counsel given to specific mother/infant dyads.

**Cleans** returned electric breastpumps according to protocol and completes cleaning and tracking logs etc. Monitors educational and promotional handouts at assigned clinic(s) and notifies Lactation Support Specialist III when supplies are low; assists in copying and assembling materials as requested; stocks exam rooms and other areas with said handouts.

**Issues** kits, shells, and other breastfeeding supplies or aids to clients and provides instruction on their use.

**Issues** various hand and electric breastpumps to qualified mothers according to state and county requirements and WIC protocol; completes forms to document issuance and to ensure adequate clinic follow up.

**Enters** data into the WIC computer system in order to document visits, pump issuance, etc.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Working Knowledge of:** common and irregular problems associated with lactation management and solutions; proper telephone etiquette; the policies, procedures, and laws effecting the work.

**Skill in:** identifying, resolving, and providing counseling on less common breastfeeding problems.

**Ability to:** understand broad objectives and follow general instructions.

**REQUIREMENTS FOR EMPLOYMENT:**

High school diploma or equivalent and one (1) year of lactation/breastfeeding support *work* experience OR a bachelor's degree in nutrition, health promotion or other public health field and six (6) months of lactation experience.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Applicant must have completed a minimum 45 hour approved breastfeeding specific education course within the last five years. If it's been longer than five years, applicant must submit proof of continuing education hours sufficient to maintain credential.

Incumbent must complete training required to maintain certification/credential.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.**

Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.