

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM COORDINATOR - LACTATION SERVICES
CLASS CODE: 2680

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 8/19/2014
DEPARTMENT: HEALTH

JOB SUMMARY

Under general supervision of the Division Director-Women, Infants, & Children, performs managerial and supervisory work in coordinating the Breastfeeding Peer Counseling Program for Utah County.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of peer counselor program personnel. Conducts performance appraisals. Identifies, evaluates, and resolves personnel concerns.

Participates in recruitment, hiring, promotion, and retention decisions.

Assists in establishing and maintaining program goals, objectives, policies and procedures.

Prepares monthly schedule, balancing the client needs of each clinic with budget limitations.

Monitors and assesses the quality and appropriateness of lactation services by conducting periodic audits and reviewing statistical reports. Implements corrective action and followup tracking as necessary.

Prepares various reports, plans, evaluations, and statistics for state, county, and department purposes and requirements. Participates in audits.

Oversees electric breast pump inventory including distribution between clinics. Determines breastfeeding aid, equipment, and supply needs.

Plans and coordinates training for various groups.

Provides ongoing communication, feedback, and training to peer counselors and other lactation personnel. Holds regular staff meetings.

Provides community outreach and education. Plans and coordinates activities and promotional campaigns. Works with the Public Information Officer to publicize upcoming events.

Assists in preparing the program's budget, determines budgetary priorities and allocation of funds, and monitors purchases and expenditures.

Provides advanced breastfeeding support and technical assistance and education to WIC clients and personnel. Issues electric breast pumps according to state protocol, and tracks and counsels clients using the pumps.

Oversees day-to-day operations of the Utah County Mother's Milk Depot.

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Provides direct client services by evaluating client data, assessing nutritional status, developing nutrition care plans, implementing nutritional therapy and counseling. Performs other duties of a Public Health Nutritionist as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working level knowledge of basic and therapeutic nutrition and diet, food preparation techniques, food safety, and meal management.
- Working level knowledge of county personnel rules and regulations, health department policies and procedures, division and state WIC policies and procedures, and USDA standards of performance.
- Considerable knowledge of infancy, childhood, pregnancy, and lactation nutrition, and the composition of various infant formulas and their specific uses.
- Considerable knowledge of breastfeeding principles, techniques, and equipment.
- Ability to conduct nutritional assessments, perform nutrition care planning, provide educational counseling, and prepare nutritional care documentation.
- Ability to communicate effectively orally and in writing, to work closely with clients from diverse and high-risk backgrounds, and to maintain cooperative working relationships with those contacted in the course of work activities.
- Ability to objectively evaluate performance and effectively supervise and train others.
- Skill in Microsoft Office programs and mathematical concepts such as budget accounting, statistics, frequency, and reliability.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is typically performed in an environmentally controlled, busy clinic setting. Incumbents typically sit at a desk or table, use fingers to grasp and feel, reach with hands and arms, and work for sustained periods of time maintaining concentrated attention to detail. Incumbents regularly walk, stand, or stoop and are occasionally required to lift or otherwise move objects weighing up to 50 pounds. Work regularly requires the use of gloves. Work requires regular travel within Utah County. Work occasionally exposes incumbents to individuals who may be agitated or otherwise upset and to contagious or infectious diseases.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

- Equivalent to a bachelor degree in Human Nutrition, Community Nutrition, Clinical nutrition, Public Health Nutrition, Dietetics, Home Economics with an emphasis in nutrition, or a health related field with a minimum of 24 hours nutrition.
- One year of community nutrition counseling work experience or an approved dietetic internship or related education beyond a bachelor degree.
- Two years of work experience providing breastfeeding support, technical assistance, and education.
- Lactation Educator Counselor (LEC) certification through an approved course, preference for International Board Certified Lactation Consultant (IBCLC) certification.
- Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants are subject to, and must pass, a full background check.
- Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.