

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Peer Breast Feeding Counselor (Part-Time)
POSITION NUMBER: 02019
DEPARTMENT: Women, Infants & Children (WIC)
LOCATION: 525 Airport Drive Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: WIC/Nutrition Manager
SALARY: NE05 \$9.11/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 27, 2012
CLOSING DATE: Until Filled
Transfer Deadline: February 3, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This part time position is to work within the Oneida Women, Infants and Children (WIC) program with WIC clients and their families, providing culturally appropriate breast-feeding promotion and support prenatally and post-partum. Promote breastfeeding as the best choice and cultural norm for infant feeding. This is a non-exempt position and reports to the WIC/Nutrition Manager. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide women with information and support of normal breast-feeding, individually, in groups or by phone as scheduled intervals per WIC policies.
2. Provide emotional support to mother and her family regarding breast-feeding through personal interaction and intervention.
3. Provide basic breast-feeding information to clients through, brochures, books or one-on-one discussion to assist the breast feeding mother in meeting her goals.
4. Attend and assist the WIC Breast-feeding Coordinator/RD with Breast-feeding Education classes or support groups.
5. Keep accurate records of all contacts made with WIC Breast feeding clients.
6. Understand how the cultural attitudes and practices of the community impact breast-feeding choice and duration.
7. Act as an advocate for breast-feeding in the Oneida Community.
8. Attend and complete required State WIC training to meet requirements for peer breast-feeding counseling.
9. Refer clients to other members of Health Care Team or Social Service programs as needed.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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Peer Breast Feeding Counselor

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; use hands to finger, handle, and feel; reach with hands and arms; and talk and hear, stand; climb or balance; and stoop, kneel, crouch, or crawl.
2. Occasionally lift and/or move up to twenty-five (25) pounds.
3. Work is performed in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens.
4. Evening and/or weekend work may be required.
5. Must complete a Self- Disclosing Physical Questionnaire prior to employment.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and experience with personal breast-feeding.
2. Knowledge about benefits associated with breast-feeding and infant feeding relationships.
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
4. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
5. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
6. Skill in planning and organizing group activities.
7. Skill in preparing reports and correspondence.
8. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
9. Ability to operate manual and electric breast pumps including assembly.
10. Must apply well developed interpersonal skills including tact, courtesy, respect, maturity, patience while interacting with a wide variety of ages and personalities.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. (Training will be administered by the Human Resource Department).
13. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
14. Must be willing and able to obtain additional education and training.
15. Must be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
18. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 and older are exempt from this requirement.
3. Six (6) months of breastfeeding at least one infant.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**