

SARPY/CASS

Health Department

Position Title:	Peer Health Educator I		
Agency Unit:	Health Promotion		
Reports to:	Health Director or Designee	Supervises:	None
Employment Status:	Part-time 12-16 hours/week	FLSA Status:	Non-exempt

Position Summary: The Peer Health Educator I (PHE-I) is responsible for providing community education and support regarding projects and programs within the Department as necessary, with consistent support of the Nebraska WIC Breastfeeding program. This position will collaborate with the Nebraska WIC program and Local Agency staff to support WIC pregnant and breastfeeding mothers. PHE-I will provide public health education, promotion, and behavior-change initiatives in a variety of settings across the Omaha Metro and within the health jurisdiction.

Primary Duties: Under general supervision, the PHE-I performs the following essential duties within the framework of the Department’s provision of the core functions and essential services of public health:

- Attend and complete breastfeeding training classes to become a peer counselor.
- Attend Journey Management Information System (MIS) training clinic or other similar training as directed by the Local Agency.
- Attend regular WIC staff meetings, one-on-one meetings with WIC Breastfeeding Supervisor, and other meetings as directed.
- Counsel pregnant and breastfeeding WIC mothers by telephone, e-mail, text, and WIC clinic visits, and/or hospital visits.
- Receive a caseload of WIC mothers and make routine periodic contacts, as described by program policy, with all mothers assigned.
- Follow federal guidelines regarding basic breastfeeding support for new mothers.
- Help prevent and handle common breastfeeding concerns.
- Available outside of regular work hours (Monday – Friday, 8 – 4:30) to mothers who are having breastfeeding issues and challenges.
- Respects each client by keeping her information strictly confidential.
- Keeps accurate records of all contacts made with WIC clients.
- Refers mothers, according to WIC clinic-established protocols to:
 - WIC Certified Professional Authority.
 - Local Agency Breastfeeding Coordinator.
 - Lactation consultant.
 - Mother’s and/or infant’s Healthcare Provider or nurse.
 - Public health programs in the community.
 - Social service agencies.
- Attends and assists with prenatal classes and breastfeeding support groups.
- Attends monthly Department staff meetings, quarterly all staff WIC meetings, monthly WIC Clinic meetings, and breastfeeding trainings as appropriate.

- Reads assigned books and materials on breastfeeding that are provided by the supervisor.
- May assist WIC staff in promoting breastfeeding peer counselor program through special projects and duties as assigned.
- Documents encounters with WIC clients within the Journey MIS in a timely manner.

Additional Duties:

- Promote and facilitate the incorporation of Departmental core values, vision, mission, and strategic initiatives into daily service delivery.
- Develop a working knowledge of other Department services and programs and provide information to the public as appropriate.
- Assume responsibility for own professional growth and development by pursuing education, participating in professional committees/work groups, and contribute to a work environment where continual improvements in service and professional practice are pursued.
- Adhere to all HIPAA and Department confidentiality and privacy policies and practices.
- Establish and maintain effective working relationships with coworkers, stakeholders, governmental officials, and the general public. Resolve conflict.
- Attend trainings, courses, seminars, and conferences, as approved or assigned by Director or designee, to maintain knowledge of current trends and to develop skills necessary to assure duties are performed satisfactorily.
- Participate in needs assessments, strategic planning, accreditation, evaluation, and quality improvement processes. Employ data-driven decision-making to determine pertinent program priorities, goals, and objectives.
- Perform computer input and retrieval functions utilizing a variety of hardware and software programs.
- Prepare accurately and maintain various records, reports, correspondence, and other Departmental documents including mileage reports and time sheets.
- Present submissions for posting on the Department's website and other social media platforms.
- Perform other duties as assigned.

Qualifications:

Education and Experience:

- High School Diploma or equivalent required.
- Associate's degree from an accredited college or university in public health, health promotion/education, social work, or related field of studies preferred.
- Demonstrated knowledge and experience in breastfeeding management (i.e. successfully breastfeed at least one baby) required.
- Exceptional interpersonal communication skills and proficient writing skills are essential.
- Applicants fluent in both English and Spanish preferred.
- Proficient in Microsoft Office computer applications. Experience/training utilizing database, statistical, and graphics software desired.

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- General:*
- Completion of mandatory Department training within 30 days of employment, including National Incident Management System and Incident Command System, HIPAA, health equity, and military competency training.
 - Completion of mandatory WIC breastfeeding peer support training as well as WIC information technology (Journey) training.
 - Must possess a valid driver's license at the time of hire and maintain it throughout the course of employment.
 - Must possess own mode of transportation.
 - Successful completion of a criminal records check and drug screen test.
 - Non-tobacco user.

- Knowledge, Skills and Abilities:*
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
 - Knowledge of community agencies and resources.
 - Understanding of barriers that may be impacting the community and resources to alleviate burdens felt by residents.
 - Knowledge of the core functions and essential services of public health.
 - Knowledge of disease prevention, health promotion, lifestyle risk reduction education, and public health research methods.
 - Knowledge of methods, practices, and techniques used in ascertaining public health problems and health education needs.
 - Knowledge of the geography of Sarpy and Cass counties.
 - Ability to make professional decisions within the framework of Department policy, and perform all duties with efficiency, thoroughness, accuracy, and attention to detail.
 - Ability to assess, organize, and prioritize work assignments and meet deadlines.
 - Ability to understand and communicate effectively utilizing the English language both verbally and in writing, including use of proper grammar, vocabulary, spelling, and punctuation.
 - Ability to understand and follow verbal and written instructions.
 - Ability to communicate with people of all ages and backgrounds.
 - Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
 - Ability to work independently with a minimum level of supervision after completing training and probationary period.
 - Ability to operate a motor vehicle safely and in compliance with traffic laws and regulations, in the performance of job duties.

Work Environment: Work is generally performed indoors in an office setting but may occasionally be performed outdoors. Work may be fast-paced when dealing with multiple priorities, frequent interruptions, irate or uncooperative individuals, and emergency situations. The incumbent may be exposed to various exposures i.e., dust, hazardous fumes, odors, mists, blood or body fluids, toxic/caustic chemicals, radiation, infectious materials, humidity, inclement weather conditions, and extreme heat or cold environment rarely.

Work requires physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stopping, and climbing. Noise level is typically moderate. An incumbent must have the ability to frequently lift and/or carry equipment, supplies, and other materials weighing up to 10lbs., and to occasionally lift and/or carry equipment, supplies, and other materials up to 25 lbs.

Frequent fine motor movement of fingers, hands, and wrists with gross motor movement of elbows and arms as well as hand-eye coordination and manual dexterity are necessary and required. Required sensory abilities include vision, hearing, and touch. Visual abilities, correctable to normal ranges, include close, distance, and color vision as well as depth perception and the ability to adjust focus. Communication abilities include talking and hearing within normal ranges.

Due to the need for all Department personnel to respond to public health emergencies, all personnel must be fitted and able to wear a NIOSH 95 mask.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Employees will be required to follow any other job-related requirements and to perform other job-related duties requested by Sarpy/Cass Health Department in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities in compliance with the Americans with Disabilities Act and any other applicable Federal and Nebraska law. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The Sarpy/Cass Health Department retains the right to modify or change the essential and additional duties of the job at any time.

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I have read and understand the duties and responsibilities for which I am responsible. The duties, responsibilities and minimum requirements have been reviewed with me and I have received a copy.

Employee's Signature

Date

Health Director's Signature

Date