

**Michigan Public Health Institute
Position Description**

Title: Mentor Lactation Intern

Employee Name: TBD

Supervisor: Julie Lothamer, MDHHS WIC Program

Purpose: Mentor Lactation Intern will act as a project leader to fulfill the requirements of WKKF grant

Duties and Responsibilities:

- Work with new lactation interns in the role of a mentor, which includes being observed by Program Manager in counseling sessions and classes. Mentor Intern will observe new staff and provide advice and education to improve skills
- Teach lactation interns basic required data collection, procedures, documentation, tracking forms, travel reimbursement and time sheets
- Conduct bi-weekly meetings to work through training check list
- Work directly with Program Manager assisting with training, and help with recommendations for education and course work.
- Provide direct client services to breastfeeding dyads and prenatal women
- Complete educational rotations and obtaining educational requirements
- Attend continuing education classes at St. John Hospital
- Meet eligibility requirements to apply and take International Board Certified Lactation Consultant Examination by July 2017.
- Counsels WIC pregnant and breastfeeding mothers by telephone and in the WIC clinic.
- Receives a caseload of WIC clients and makes routine periodic contacts with all clients assigned throughout their breastfeeding experience
- Provide information and promote breastfeeding to WIC clients.
- Provide the mother with advice on aspects of normal breastfeeding
- Provide anticipatory guidance to reduce the occurrence of problems
- Conduct breastfeeding classes and/ or support groups
- Teach use, cleaning, and assembly of breast pumps and expression and storage of human milk
- Identify the need for referrals to the breastfeeding coordinator or breastfeeding specialist
- Keeps accurate documentation of contacts with mothers
- Respects each client by keeping her information strictly confidential

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- Attends staff meetings and breastfeeding conference/workshops as appropriate

Qualifications/Requirements:

Education:

- High School diploma or GED required,
- At a minimum have completed three of the following six health science classes from an accredited institution of higher learning
 - Anatomy & Physiology
 - Biology
 - Developmental Psychology
 - Clinical Research or Statistics
 - Nutrition
 - Sociology or Cultural Sensitivity or Cultural Anthropology

Other:

- Has full time access to an insured automobile
- Valid Michigan driver's license
- Ability to work 36 hours per week on a flexible schedule to contact mothers when needed (occasional telephone contact in evenings or on weekends)
- Must have current social security card in current name
- Past experience working with limited resources clientele is desirable
- Must pass background check

Transcripts are required to be submitted with application

Experience:

- Experience with breastfeeding required.
- A minimum of one year as a breastfeeding peer counselor within WIC or BFI program.
- Demonstrated ability to teach breastfeeding classes and facilitate groups
- Possess skills to work with non-English speaking populations
- Ability to counsel individual participants in office or home setting
- Experience developing program procedures, managing or mentoring staff
- Effective oral and written communication skills and leadership abilities

Important Skills and Characteristics:

- Must be representative of the community.
- Must be bilingual, with the ability to speak, read and write, in Spanish or Arabic
- Must be able to relate to clientele served by the program.
- Must have enthusiasm for promoting and supporting breastfeeding.
- Demonstrated ability to educate, support, and encourage breastfeeding
- Current or previous WIC experience and/or SNAP enrollment, if possible.
- Strong communication skills

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- Proficiency with computer skills and MI-WIC
- Capable of working independently
- Functions as part of a team which includes local WIC staff, MIHP, hospital lactation staff and community members.

Work Environment and Physical Requirements:

- Job may require moderate physical effort including lifting materials and equipment.
- Standard office environment.
- Comfortable with conducting home visits
- Available to work after hours as needed
- Travel some overnights may be required

This is a grant funded position beginning 8-1-15 and ending 8-1-17

RESPONSIBILITY FOR THE WORK OF OTHERS:

Lead Worker: Lead workers act as project leaders predominantly and/or coordinate the work activities of others.

REQUIRED COMMUNICATION

	Contact Person/Group	Frequency	Purpose
1.	Pat Benton/Program Director	Weekly	Direct Supervision

“For purposes of employment standards, this classification is “Non Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature_____ Date_____

Employee Signature

Signature_____ Date_____

Supervisor or Program Director