

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: BREASTFEEDING COUNSELOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide education and assistance pertaining to breastfeeding techniques. Duties and responsibilities include providing counseling and encouragement to new mothers, providing education about breastfeeding advantages and techniques, conducting hospital or home visits to maternity patients, instructing mothers on breast pump operations, weighing babies and monitoring weight gain, coordinating/conducting community educational events, maintaining equipment and supplies, preparing documentation and maintaining records, and performing other duties as assigned. Reports to the Registered Dietician.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides education, assistance, encouragement, counseling, and support to pregnant women, new mothers, and the general public regarding breastfeeding techniques, advantages, equipment, and related issues.

Performs prenatal surveys to identify eligibility for participation in the W.I.C. program; performs surveys to determine interest in breastfeeding.

Visits clients in hospital or home environments to help initiate the breastfeeding process or to resolve problems; conducts follow-up telephone calls or visits to homes; provides consultation to clients in the office as needed.

Demonstrates operation/maintenance of breast pumps, supplemental nursing pumps (SNP), breast shells, nursing pads, and related supplies; maintains records of pumps loaned to clients.

Weighs babies and monitors weight gain; communicates with pediatrician as needed.

Monitors situations in which mother or infant could be at high risk and reports findings to appropriate individual or agency.

Records information pertaining to condition of each client; prepares patient charts and other departmental records; maintains file system of departmental records.

Conducts/coordinates educational events, such as seminars, classes, booths, exhibits, displays, bulletin boards, or other activities.

Prepares, maintains, and/or distributes a variety of educational materials.

Maintains resource library of books, videos, or other educational materials; maintains records of materials loaned to clients.

Maintains inventory of departmental supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement materials.

Rutherford County, Tennessee • Breastfeeding Counselor

Performs general maintenance tasks necessary to keep equipment/apparatus in good working condition.

Prepares or completes various forms, reports, correspondence, educational materials, patient records, or other documents.

Receives various forms, reports, correspondence, patient records, educational materials, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, patient tracking, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, pulling charts, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Communicates with supervisor, employees, other departments, clients, medical providers, the public, outside agencies, lactation consultants, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

May operate a motor vehicle to conduct hospital/home visits to clients.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by training in breastfeeding techniques and training/educational techniques; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: walking up and down the hallway inside patient care building

Surface: covered concrete floor

Estimated Total Hours: <1 **Maximum Continuous Time:** 3

2. SITTING

Tasks: at desk

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 7.5

3. LIFTING/CARRYING

Objects: breast pump and supplies occasional carried from store room to office to front office for patient.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				X	
11-25 lbs					
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects: placing supplies on the shelves in store room pamphlets, magazines

Height of hands above floor during push: just above the head

5. BENDING/SQUATTING/KNEELING

Tasks: placing supplies in kitchen, store room or cooking for class.

Frequency: weekly or less than an hour

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	% of time

7. OTHER JOB DEMANDS

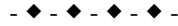
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Computer, Desk, stove, breast pumps, pens, pencils, calculator, copier, fax

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp	X		daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date