

**Michigan Public Health Institute
Position Description**

Title: Lactation Intern

Employee Name: TBD

Supervisor: Julie Lothamer, MDHHS WIC Program

Purpose: Lactation Intern will be provided with a paid opportunity to be trained as a Community Health Worker; and gain the specific lactation education and contact hours necessary to be eligible to take the International Board Certified Lactation Consultant Examination.

Duties and Responsibilities:

- Provide direct client services to breastfeeding dyads and prenatal women
- 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
- Assist in teaching breastfeeding class 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
- Attends staff meetings and breastfeeding conference/workshops as appropriate
- Complete educational rotations at St. John Hospital and obtain 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.

Qualifications/Requirements:

Education:

- High School diploma or GED required,

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- 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:

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

Transcripts are required to be submitted with application

Experience:

- Experience with breastfeeding required.
- 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
- Effective oral and written communication skills

Important Skills and Characteristics:

- Must be representative of the community.
- Minority candidates highly desired
- Bilingual preferred, 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
- Proficiency with computer skills and MI-WIC
- Capable of working independently
- Functions as part of a team which includes local WIC staff, MIHP, hospital, LC and community members

Work Environment and Physical Requirements:

- Job may require moderate physical effort including lifting materials and equipment.
- Standard office environment.

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- Comfortable with conducting home visits
- Available to work after hours as needed
- Some overnight travel will be required

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

RESPONSIBILITY FOR THE WORK OF OTHERS:

No assigned responsibility.

REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
Pat Benton/ Program Director	Weekly	Direct Supervision
Mentor Lactation Intern	Daily	Mentoring

“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