



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 10/07/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: BREASTFEEDING PEER COUNSELOR			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: WIC	Location: Okmulgee	Location Code: 902	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The purpose of the position is to provide breastfeeding information and support to pregnant and breastfeeding mothers participating in the WIC Program. Incumbent is under the direct supervision of the Nutrition Coordinator.
Principal Duties and Responsibilities:	Attend breastfeeding certification/training necessary to become a peer counselor. Required to complete nutrition assistant certification provided by WIC staff by end of employment probationary period (90 days). Attend and assist with prenatal classes and breastfeeding support groups. Counsel WIC pregnant and breastfeeding mothers in person, by telephone, by communication platforms such as video, text, email, etc. at scheduled intervals (equipment provided) as determined by the WIC Program. Some communication before and/or after hours may be required. Receive client caseload of WIC participants and make routine periodic contacts with all assigned clients. Provide basic breastfeeding information and support to new mothers and counsel on the benefits of breastfeeding, overcoming common barriers. Counsel and assist new mothers in addressing and preventing common breastfeeding concerns. Maintain accurate records of all contacts made with WIC clients. Refer mothers according to clinic established protocols. Attend monthly staff meetings and breastfeeding conferences/workshops as appropriate. Review current books and related information and materials that are provided by the supervisor. Provide assistance to WIC staff in promoting breastfeeding peer counseling through special projects and duties as assigned. Regular attendance is required. Performs other duties as assigned.
Minimum Requirements:	High School Diploma or GED equivalent is required. One-year relevant experience is required.
Preferred Requirements:	Ability to effectively provide breastfeeding information and support to pregnant and breastfeeding mothers in the WIC Program. Experience and knowledge related to breastfeeding success and barriers.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	Valid Oklahoma Driver's License. Position will require travel throughout



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required:	the Muscogee (Creek) Nation area- vehicle provided. Incumbent must be insurable.
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Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about



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the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.