

## California WIC BPC Program Sample Activities for Peer Counselor Supervisor

**Job Title:** WIC PEER COUNSELOR SUPERVISOR/COORDINATOR

**General Description:**

The supervisor of WIC breastfeeding Peer Counselors manages the breastfeeding peer counseling program.

**Qualifications:**

- Has demonstrated experience in program management.
- Has demonstrated expertise in breastfeeding management and promotion.

**Training**

- Receives State-approved training in breastfeeding management.
- Participates in continuing education about breastfeeding annually.

**Supervision:**

The peer counselor supervisor is supervised by the \_\_\_\_\_.

**Specific Duties:**

The WIC Peer Counselor Supervisor manages the WIC peer counseling program including:

1. Assists in establishing program goals and objectives.
2. Assists in establishing peer counseling program protocols and policies.
3. Determines peer counselor staffing needs.
4. Recruits and interviews potential peer counselors in alignment with program policies and standards.
5. Arranges for training of peer counselors.
6. Mentors new peer counselors during the first six months, providing routine follow-up and guidance in the early days of the job.
7. Provides ongoing supervision.
8. Holds monthly meetings with peer counselors.
9. Collects documentation records and data as appropriate.
10. Monitors the program, including conducting spot checks.
11. Routinely reports on the program to supervisor and State Breastfeeding Coordinator.
12. Works with other peer counselor supervisors (if available) to assess for ongoing improvements to the program that may be needed.