

Director

Judy Smith  
Divisional Program Manager  
for Community Services



Deputy Director

Carolyn Haro  
Divisional Program Manager  
for Health

# GILA COUNTY DIVISION of HEALTH and COMMUNITY SERVICES

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(928) 425-3189

*"Improving the Quality of Life for all Residents"*

**To:** Personnel  
**cc:** Per Diem Contractor  
**From:** Ursula Donovan, Nutrition Services Manager/WIC Director  
**Date:** October 5, 2010  
**RE:** **WIC BREASTFEEDING PEER COUNSELOR MANAGER CONTRACT AGREEMENT**

Mary McMullen will be considered a per diem Contractor for the Gila County Division of Health and Community Services, Nutrition Services Program. This agreement shall be for an initial term of four months commencing on October 15 2010 for 8 hours per week and may be modified or terminated by mutual agreement with 30 days notice, and is subject to funding restrictions. This agreement is subject to the cancellation provisions of A.R.S. §38-511.

The Manager of the WIC Breastfeeding Peer Counselor (BFPC) Program will set-up and organize the day to day activities of the BFPC program in Gila County. The WIC Director will assign and monitor all work performed and the Contractor will report to the WIC Director.

As such she will have the following responsibilities:

- Establishes program goals and objectives.
- Establishes peer counseling program protocols and policies.
- Determines peer counselor staffing needs and assists in recruiting and interviewing potential peer counselors.
- Mentors the new BFPC Supervisor during the first four months of the program, providing routine follow-up and guidance in the early days of the job.
- Holds monthly meetings with Peer Counselors
- Collects documentation records and data as appropriate and prepares quarterly reports to the WIC Director and ADHS.
- ~~Monitors the program, including conducting spot checks~~
- Routinely reports on the program to the WIC Director and works with her to assess the program for ongoing improvements that may be needed.
- Provides the WIC Director all documentation necessary for the quarterly reports to ADHS, along with the bill for services provided that month by the 15<sup>th</sup> day of the following month.
- Attends trainings/meetings specific for the BFPC program as requested by the WIC Director. Any registration and travel costs related to attending these meetings will be paid by the County, up to \$200 per contract year.
- All services provided by the Provider shall conform to the policies and procedures as defined by the ADHS WIC Program. Provider shall at all times conform with the Agency, State and Federal guidelines pertaining to client confidentiality.
- Gila County will reimburse the provider at a rate of \$20.00 per hour for the above tasks, not to exceed \$2,700.00 during the course of this agreement. The Provider is responsible for local travel and other expenses as an independent contractor

Mary McMullen 10/11/10  
Per Diem Contractor Signature Date

\_\_\_\_\_  
Authorized Signature Date  
Michael A Pastor, Chairman/BOS

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"Approved as to Form" Date