**Job Description**

**Position:** Community-basedBirth Doula

**Status:** PRN

**Reports to:** Community Health Worker

**Role:** Through a grant provide by Dogwood Trust, the Children and Family Resource Center’s Community Based Doula Program seeks to address maternal health discrepancies in Henderson County by providing outreach, education, and support from early pregnancy though the first year postpartum. The program includes doula support for up to 30 eligible participants each year.

Eligibility for doula services: low-income, Medicaid eligible or uninsured, Henderson County residents. Maternal health risk factors that are considered and prioritized factors include but are not limited to: race, primary language, documentation status, age, education level and amount of existing birthing support available.

Community-based doulas serve under-resourced communities to improve access to early and regular care, improve continuity of care, reduce medical interventions, increase positive birth outcomes, and improve mother-infant bonding.

**Qualifications**

* Certified by an accredited doula training organization (DONA, CAPPA, etc.)
* Basic computer skills: Sending emails, editing documents, and attaching files to emails.
* Valid driver’s license.
* Flexible schedule and back-up doula support.
* Ability to communicate in English, verbally and written.
* Ability to communicate in Spanish, verbally and written a plus.

**Principal Responsibilities**

* Doulas will provide a minimum of 2 prenatal visits with each participant. These pre-natal visits will focus on building rapport, trust and communication, birth planning, practicing labor comfort techniques, answering questions, providing resources and guidance when appropriate, and providing culturally responsive social and emotional support.
* Individual pregnancy support, including up-to-date and culturally appropriate childbirth education and information.
* On-call phone support for 2 weeks on either side of the due date*.*
* Continuous labor and birth support for the duration of labor, collaborating with the partner or other support persons.
* One post-partum visit within the first week after birth to process their birth experience and provide basic breastfeeding support.
* Document home visits and phone contact through written notes and data collection forms.
* Collection of demographic information and post-service surveys.
* Comply with HIPPA standards of privacy to maintain client confidentiality.

**Job Competencies**

* **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information, and activities.
* **Adaptability**: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
* **Communicate Effectively:** Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
* **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
* **Lead**: Positively influence others to achieve results that are in the best interest of the organization.
* **Behave Ethically**: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
* **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
* **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
* **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
* **Values Equity:** Supports equitable treatment and equal opportunity for all employees**.**
* **Values Diversity:** Supports an environment of learning about, valuing, encouraging, and supporting differences.

***Children & Family Resource Center is committed to building a diverse staff and inclusive work environment and strongly encourages applications from candidates of color.***