Teen Parent Connection
parenting · prevention · empowerment

DOULA (Bilingual English/Spanish)

POSITION SUMMARY:
The Doula is responsible for initiating and maintaining regular (weekly) contact and support with participant families. The Doula builds trusting relationships with program participants that offer strength-based services for the families in their caseload. The Doula provides community outreach, facilitates prenatal education activities, assists the family in preparing for childbirth through both home visiting and group based services, and advocates for participant families throughout their pregnancy, including during labor/delivery. As a member of the Doula Team, the Doula will co-facilitate weekly Childbirth Education Classes. These activities will take place primarily within DuPage County in participants' homes, doctor's office, and hospitals. This is a grant funded position, and is full time (40 hours per week with some overtime hours for attending participant births) and non-exempt. The Doula is required to be on-call for participant families during the work week, with a rotating weekend on-call schedule for all Doula team members.

ESSENTIAL FUNCTIONS:
- Provide information, education, and resources that will prepare the participant mother and her family for the birth process.
- Attend and support the mother, her family, and/or support person(s) throughout the birth process.
- Assist families in initiating and strengthening the parent-child relationship.
- Aid in strengthening the family's support system.
- Increase the family's ability to problem-solve and advocate for themselves and their children, especially during the birth process.
- Identify needs and refer families to additional community resources, including health care and other basic necessities.
- Assist families in establishing goals and developing a birth plan for accomplishing those goals.
- Maintain written documentation of all activities and contact with families, as well as contacts made on behalf of participant families.
- Suggest, lead, and model parent-child activities.
- Provide perinatal education and support in a group setting as a co-facilitator.
- May be asked to develop and/or enhance Spanish speaking materials and curriculum.
- Community education as necessary.
- Conduct outreach activities.
- Attend required Doula based trainings in order to enhance skills needed to support young pregnant and parenting families.
- Maintain a positive relationship with community agencies and medical professionals.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
- Demonstrated verbal and written fluency in both English and Spanish required.
- Experience and/or training as a doula is strongly preferred.
- Preferred familiarity with DuPage County.
- Ability to work flexible hours, some evenings and weekend hours as necessary. Must be on-call 24/7 to participant families during the work week, with a rotating weekend on-call schedule for all Doula team members.

- Non-judgmental, strengths-based, positive and supportive approach in work with participant families, co-workers, volunteers, agency partners, and community members.
- Experience and comfort in working with individuals of varied racial, ethnic, and/or cultural backgrounds.
- Positive experience with infants, young children, and adolescents.
- Experience providing support to families facing multiple challenges and knowledge of family/infant health issues.
- Strong written and verbal communication skills.
- Strong organizational and time management skills – demonstrated ability to meet deadlines, prioritize tasks, complete documentation and reporting requirements accurately and timely.
- Ability to work independently while being a team player.
- Flexibility in delivering both in-person and virtual services across a variety of platforms – including video conferencing, phone calls, text messaging, social media, etc.
- Proficiency in Microsoft software applications (Word, Excel, Outlook, etc.) and
- Must have dependable transportation and ability to travel to homes of participant families, community partner sites, and hospitals primarily in, but sometimes outside of, DuPage County area. Valid driver's license and proof of auto insurance are required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in a variety of settings, including office environment, participant homes, hospitals, and community based sites.

- Must be fully vaccinated against COVID-19. Reasonable accommodations will be considered on a case-by-case basis in accordance with applicable law.
- Ability to drive a car (does not include transportation of clients).
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to lift and hold children and infants 3 years of age and under.
- Ability to stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate training and curriculum materials via written, verbal, and visual methods.

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred in areas of childcare, early childhood development, education, social work, nursing or related field; or equivalent work experience with families and children.
- Experience and/or training as a doula is strongly preferred.
- Demonstrated verbal and written fluency in both English and Spanish is required.

EMPLOYEE BENEFITS PACKAGE:
Teen Parent Connection offers a competitive benefits package, including health care insurance (PPO & HMO), dental, vision and life insurance, an FSA health savings plan and a 403b retirement plan with annual company matching up to 4% of the employee's salary.

APPLICATION INSTRUCTIONS:
Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly with a range of $21.63 to $22.60 per hour depending on experience and qualifications. To apply, please email letter of interest and resume to: hiring@teenparentconnection.org