

JOB DESCRIPTION

Title: Community Doula and Perinatal Engagement Specialist

Reports To: Wellness Services Program Manager

SUMMARY:

The Wellness Center at Homeless Prenatal Program is a dynamic and innovative cluster of programs aimed at improving health and family stability for pregnant women, new parents and children. Through community partnerships and rich onsite services, HPP's Wellness Center provides holistic and comprehensive services that support and promote parenting and child development.

This position will provide doula services in collaboration with a doula partner and will also work to ensure that HPP pregnant clients, particularly those who are not receiving Case Management services, are fully oriented to HPP's Wellness Services, receive ongoing check-in's and follow up, and are supported with program referrals and scheduling assistance. The doula role is a contractual fee per birth position. The Perinatal Engagement Specialist is a 23 hour position with flexible hours designed to be able to be scheduled around the doula's birth schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

On-Call Doula:

- Work together in team with doula partner to provide continuous, respectful, and client-centered care for pregnant families
- Community doula, together with her doula partner, will support 4 doula clients per month. Each of the doula partners will attend, on average, 2 births per month.
- On-call doula is expected to provide continuous labor support until the client delivers. If the birth is too lengthy or intense and doula requires backup from doula partner, doula should give partner at least 2 hours notice.
- Doula who attended birth attends postpartum home visit within 1 week of birth.
- Schedule and attend monthly in-person meeting with doula mentor

Perinatal Engagement:

- Complete schedule of prenatal and postpartum outreach for a caseload of about 140 clients
 - Complete pregnancy "check-ins" with assigned clients on a monthly basis
 - Follow up with clients on caseload after birth and at 3 and 6 months postpartum
- Conduct regular risk assessments and referrals to appropriate services
- Link clients with internal and external partner programs
- Support clients on-site on a drop-in basis as needed

General Wellness Team member responsibilities:

- Collaborate with entire team to ensure effective and timely service delivery for clients.
- Provide drop-in services including resources and referral to HPP clients as needed
- Provide Spanish language support to clients as requested, if applicable
- Attend staff trainings, team meetings and individual supervision meetings as scheduled

Administrative

- All Client notes, data, and referrals, are required to be input into Salesforce database by the end of the following business day after client contact.
- Keep accurate, up-to-date, confidential documentation of client contact and activity
- Keep reliable cell phone on person at all times when on call; return client phone calls within 15 minutes when on call
- Respond to emails and voicemails in a timely manner
- Keep google and salesforce calendars up to date
- Onsite on Tuesdays for staff trainings, team meetings, supervision

QUALIFICATIONS:

- Doula training and experience working as an on-call doula highly desired
- Completion of CHW Program highly desired
- Bilingual English/Spanish highly desired
- Childbirth education experience preferred
- Experience providing postpartum and breastfeeding support preferred
- Knowledge of resources in San Francisco preferred
- Able to show flexibility and respond to the needs of families
- Compassionate, firm and consistent, in working with targeted population
- Able to communicate effectively in writing and verbally, in person and over the phone
- Experience with, and passion for, pregnancy and newborn care preferred
- Basic computer skills and ability to learn quickly
- Able to work in a multi-cultural environment
- Appropriate professional and personal boundaries and high integrity
- Demonstrated ability to be on time and at work when scheduled

Physical Requirements: This position requires the ability to work under stress and handle multiple project deadlines. The position may require moderate lifting. This position requires an annual tuberculosis test.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: 23 hours per week (Pregnancy Engagement), average of two assigned doula clients/month with contracted fee for service (Community Doula).

Benefits: Benefits eligible

FLSA Status: Non- exempt

Apply: Interested candidates should send a cover letter and resume to jobs@homelessprenatal.org. Please reply with Community Doula and Perinatal Engagement Specialist in the subject line. Applications must have the job title in the description and the requested documents to be accepted.