



Nurturing Children • Strengthening Families

**Job Title:** Doula Specialist (Full Time)  
**Center:** Family Focus Englewood  
**Reports To:** HFI Program Supervisor

**Overview:**

The Doula Specialist is responsible for promoting healthy pregnancies, breast feeding and building a trusting relationship that offers strength-based services for families. The Doula will advocate for families, provide community outreach, prenatal education activities, and assist the family in preparing for childbirth through both home visiting and group based services.

**Major Responsibilities and Key Tasks:**

- Perform documentation of services provided in participant files and the OunceNet MIS tracking system.
- Participate in all team meetings, present case materials and request information from other staff during team meetings.
- Attend required trainings through the Ounce of Prevention Fund.
- Assist with agency sponsored events.
- Perform other duties as assigned.

***Doula Specialist Specific:***

- Assist families in initiating and strengthening the parent-child relationship.
- Provide information, education, and resources that will prepare the parent and her family for the birth process during home visits.
- Identify needs and refer families to additional community resources, including health care and other basic necessities.
- Responsible for assisting families in establishing goals and a birth plan for accomplishing those goals.
- Attend and support the laboring mother and her family and/or support person(s).
  - \* *Visits mother and baby in the home environment within 24 hours of discharge after delivery.*
- Conduct outreach activities and educate the community.

- Maintain postpartum contact for eight to twelve weeks post delivery at least once a week, plus regular phone contact and supports breast feeding and infant care as well as provide support to the new mom.

**Educational Requirements:**

- Bachelor's Degree in social service or related field (preferred), or equivalent experience.

**Required Work Experience, Skills and Abilities:**

- Must be on-call 24/7 to Doula participant families.
- Must have dependable transportation, valid driver's license, and proof of auto insurance.
- Must have completed the Doula 20-session training program or must complete the 20-session training within 3 months of employment.
- Self-starter, capable of producing excellent work with minimal supervision.
- Ability to multi-task and manage time effectively.
- Excellent interpersonal and organization skills.
- Experience working with highly stressed families in overburdened communities.
- Knowledge of issues related to maternal/child health and child abuse risk.
- Knowledge of child development; particularly infant/toddlers.
- Commitment to prevention and strength-based interventions.
- Demonstrated written and oral communication skills.
- Sensitivity to working with families of diverse cultural backgrounds.
- Considerable experience working with children, adolescents, and families: Experience working with teen mothers a plus.
- Strong team building capabilities.
- Strong technology and computer skills.
- Work related travel within the Englewood community.
- Knowledge of Englewood community and Chicago resources a plus.

**Qualified Applicants should submit a cover letter, resume and references to:**

[humanresources@family-focus.org](mailto:humanresources@family-focus.org)

**No phone calls please.**

*Family Focus is an equal opportunity employer.*