

Doula Supervisor

About us

Created in 2001 by The Robert Wood Johnson Foundation, Children*s Futures works across Central Jersey to ensure that all children and families get off to a healthy start in life. At our core, we aim to increase opportunities for health and wellness and to ward off health and social problems that can lead to a lifetime of illness and dependency.

Children*s Futures is a 501 (c) 3 nonprofit organization whose mission is to improve health and development outcomes for children and their families. To achieve our mission, we formally collaborate with schools, social service providers, health care agencies, faith institutions, civic associations, employers and others around school-readiness and success strategies that have the greatest positive impact on children's immediate health needs, as well as long-term development.

SUMMARY OF POSITION:

The Doula Supervisor reports to the Sr. Case Manager of Children*s Futures (CF). The Doula Supervisor is an experienced certified doula, midwife, childbirth educator, or other birth/healthcare worker who has completed a Certified Doula Training and will oversee the work of the team of contract doulas working with Children*s Futures. The Doula Supervisor should possess an expert knowledge of maternity care, the maternity healthcare system, and be able to step in to assist the doulas, should the need arise and support the overall efforts of Children*s Futures.

SUMMARY OF FUNCTIONS:

- Reports to the Senior Case Manager
- Coordinates programming and activities of the doula program
- Coordinates community awareness and education activities around doula and doula service availability

CORE RESPONSIBILITIES:

- Oversee and manage the daily operations of the Doula Program under the supervision of the Sr. Case Manager
 - Attend weekly administrative meetings with the Sr. Case Manager
- Client Services
 - o Receive, organize, and make initial contact with incoming referrals for doula services
 - o Assign Doula, backup Doula, and Family Support Worker to each client
 - o Provide supervision and follow-up support to the doulas
 - Record Keeping
 - o Maintain and monitor SPECT and Maternity Neighborhood data records for accuracy and completeness
 - o Manage and maintain a doula certification checklist

o Maintain a hardcopy file on each doula with documents required for certification, a doula certification certificate, one-on-one meeting notes, and client assignments and payments

· Doula Communications

o Oversee bi-monthly doula meetings under the supervision of the Sr. Case Manager

o Develop agendas, facilitate and take minutes at the bi-monthly doula meetings

o Provide previous meeting minutes and sign in sheets for the doula meetings

o Advocate for doulas and ensure they have what's needed to do their jobs effectively

o Encourage, uplift, and celebrate doula accomplishments

o Coordinate doula involvement in the community

o Perform one-on-one supervisory meetings with each doula and maintain written documentation of the meeting's content for the doula's file

o Oversee the development and submission of doula payment requests

· Community Connection

o Interface with healthcare systems

o Advocate for doulas and clients within the healthcare system

o Forge relationships with local healthcare organizations and agencies

o Be familiar with the birth climate in the city

o Participate in monthly meetings or conference calls with other community organizations

o Coordinate workshops, meetings, and other activities to promote and bring awareness to doula service availability

· Fulfill other duties as assigned

Qualifications:

- High school diploma required
- Some college preferred in the Human Services or related field
- Two (2) or more years of active doula work and/or twenty-four (24) or more successful doula client cases
- Knowledge of maternity care systems or childbearing processes
- Knowledge and membership in community being served
- Must complete doula and supervisor training
- Proficient with word processing and spreadsheets

- Working knowledge of the Internet and World Wide Web
- Strong interpersonal and communications skills
- Works well under pressure and makes deadlines
- Works effectively in a collaborative environment, internally and externally, and is able to direct and work in harmony with a diverse group of highly motivated and capable individuals
- Able to work in excess of stated office hours to get the job done
- Ability to travel occasionally
- Must have a commitment to the vision and mission of CF

Job Type:

- Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- Retirement contribution

Physical setting:

- Office/Hybrid (3 day in office, 2 days work from home)

Work Location:

- One location

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Trenton, NJ 08608: Reliably commute or planning to relocate before starting work (Required)

Work Location: Hybrid remote in Trenton, NJ 08608