



**Job Description:**  
**DOULA**

**General Information:**

Title:	Doula
Department:	Parents As Teachers
Licensure:	Illinois Professional Educator License (PEL) optional
Endorsement:	Early Childhood
FLSA Status:	Exempt
Reports To:	Director of Parents As Teachers Program/ Doula Supervisor
Supervisory Responsibilities:	None
Prior Experience:	DONA International Certification and previous Doula work preferred At least one year experience working with families and children or teen parents
Evaluation:	Evaluated annually by the Director of PAT and/or designee using the agreed-upon evaluation tool. The evaluation cycle for the Doula shall be one fiscal year.
Work Year:	Full Time/210 days Salary \$52,000-\$55,000

**Objective:** To promote healthy pregnancies , breastfeeding, and healthy parent-infant attachment. To establish a trusting relationship with participants and provide culturally sensitive prenatal, labor and postpartum support.

**Job Description/Responsibilities:**

1. Provide physical and emotional support during the woman's third trimester, labor, and postpartum period (up to 3 months),
2. Maintain regular contact and support with participating families
3. Build trusting relationships that offer strength-based services to families
4. Help participants advocate for themselves
5. Organize and facilitate prenatal education services and prenatal groups
6. Work collaboratively with home visitors to ensure quality services continue after the birth of the baby
7. Assist parents with infant feeding and basic infant care postpartum
8. Recruit and enroll families into Doula and home visiting programs
9. Be accessible to families 24 hours a day, 7 days a week as needed for labor support; on call for attendance at Labor and Delivery
10. Ability to work flexible hours, including some evenings and weekends to meet the needs of the families.
11. Maintain accurate daily schedule of activities in google calendar
12. Utilize the PAT curriculum and other relevant curriculums to share research-based information with families
13. Participate in at least 2 hours of reflective supervision monthly

14. Participate in at least 2 hours of staff meetings monthly
15. Perform other related duties as assigned

#### **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and database systems. The employee shall use DROE-approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in an office setting.

*The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.*

*\*Regional Superintendent has the right to add or change the duties of this position at any time.*