

**Dorothy Day Fellowship  
Maternal and Family Health  
Job Description**

**Reports to:** Co-director/Case Manager

**Status:** Full Time

**FLSA:** Non-exempt

**Job Summary**

The Maternal and Family Health Fellow will assist the case manager in stabilizing and empowering families experiencing homelessness. The position will include one-on-one accompaniment with mothers and can include birth work, when available.

**Essential Functions:**

- Provide emotional support to women in crisis
- Assist families in securing benefits and necessary identification documents
- Reduce barriers for families needing specialized resources through making initial connections, accompanying individuals through challenging processes, and communicating with providers as necessary
- Transport families to essential appointments, including pre-natal appointments
- Facilitate monthly community check-in meetings
- Prepare meals for large groups
- Maintain shelter spaces through regular cleaning and tidying
- Plan and execute gatherings designed to build community
- Work with supervisor on a long-term project to enhance the shelter or aftercare experience

**Other Responsibilities:**

- Attend two community dinners each week
- Assist with special events on holidays and weekends
- Be emergency “on-call” contact for scheduled nights and weekends
- Attend weekly staff meetings and other staff formation opportunities
- Accompany women in the birthing process
- Establish partnerships with outside organizations to connect families to resources

**Minimum Qualifications:**

- Associate or Bachelor’s degree, preferably including education relevant to working with families, or equivalent experience.
- Previous experience in a ministry setting
- Valid driver’s license

**Physical Requirements:**

- Able to move freely in and out of shelter and office, including stairs
- Able to lift and secure small children into car seats

## **Core Competencies:**

**Hospitality:** Generates a sense of hospitality or accessibility by her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between volunteers/staff and guests; supports a culture of welcoming and connection in the community. Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when she disagrees.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

**Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others. Shares ideas and observations during meetings. Is a self-starter, steps into opportunities without needing to be asked.

**Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time efficiently and effectively, values time and respects the time of others; concentrates her efforts on the most important priorities; can appropriately balance priorities.