

**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.