

**Dorothy Day Fellowship  
Maternal Care and Early Childhood Advocacy  
Job Description**

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

**Status:** Full Time

**FLSA:** Non-exempt

**Job Summary**

The Maternal Care and Early Childhood Advocacy 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
- Organize meaningful child enrichment activities for children age 0-5
- Co-facilitate weekly Montessori religious education program
- 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
- Establish partnerships with outside organizations to connect families to resources
- Optional: Accompany women in the birthing process

**Minimum Qualifications:**

- Associate or Bachelor’s degree, preferably including education relevant to working with families, or equivalent experience.
- Previous experience in a ministry or social service 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:**

**Spirituality:** Demonstrates both an existing commitment to and willingness to grow in Christian faith and service. Dorothy Day fellows are asked to live in Christian community with others that share their faith commitments, in a Lydia's House owned property, adjacent to homeless guest living quarters. Expectations include participation in daily prayer, weekly Bible study, monthly meeting with a spiritual director, and membership in a local congregation with weekly attendance, support of a weekly children's faith formation program, and personal practices of prayer and discernment.

**Solidarity** Is comfortable and at ease with those of different racial and socio-economic backgrounds, creating not just dialogue but real relationship across boundaries. Dorothy Day fellows are asked to live on a stipend that closely matches the income of those served, not pursue additional outside income, live simply, use public transportation and apply for government benefits including Medicaid and food stamps.

**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.