



**Position Title:** Young Moms Specialist: Postpartum and Parenting  
**Supervisor:** Young Moms Program Manager  
**Job Status:** Full-Time – 40 hours/week, Non-Exempt  
**Salary Range:** \$36,000 - \$38,000 (dependent upon experience)

**Summary of Position:**

The Young Moms Specialist: Postpartum and Parenting provides direct programming and support for parenting and pregnant young moms. Key duties include coordinating and implementing postpartum and/or parenting groups onsite and within the schools, supporting pregnant and parenting young moms through individual support and bi-annual client events.

**Organizational Summary:**

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-24. It is the mission of the YWRC to empower participants to be strong, self-confident and resilient. YWRC participants include anyone who identifies or has been socialized as female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services, Empowerment and Young Moms, to better serve the members of our community throughout various stages of life. The YWRC values equity, resiliency, accessibility, community and advocacy.

The YWRC is an agency that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. The YWRC strives to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans and people who speak a language in addition to English.

**Benefits:**

Newly hired full time employees become eligible for benefits beginning the first of the month following the hire date. Benefits include:

- Health and Dental
- Volunteer Time Off
- Paid Time Off
- Flexible Self Care Time Off
- Family and Employee Assistance Program
- Holiday Paid Time Off
- Professional Development
- Tuition Reimbursement
- Wellness Reimbursement
- Bereavement Leave
- Parental Leave
- Voting Leave
- Worker's Compensation

**Team Responsibilities**

This position works closely within a team of Child Birth Educators, Parenting Specialists, Young Moms Program Manager and at times an assistant or intern. Excellent **collaboration** skills are desired. The below set of responsibilities is divided and shared across members of the team based on team members'

skill set, interest, and/or capacity. Specific responsibilities may rotate over time as collectively determined by the Young Moms Team.

- Aid in community outreach and collaborative partnerships as pertaining to Young Moms programming.
- Participate in planning and implementation of 2 annual client events.
- Train and provide guidance to new Young Moms staff, including Young Moms Assistant, Intern or other relevant YWRC volunteers as appropriate to fulfill job duties.

### Essential Job Functions:

#### Group Facilitation

- Develop positive relationships with clients and keep **participant focus** at the center.
- Prepare for and facilitate Young Moms (Childbirth Education, Postpartum and/or Parenting and Life Skills) groups within schools, at the YWRC, and at other community locations. Includes participant recruitment and space set-up and take-down.
- Create and implement curriculum and meet targets as indicated by grant requirements and the agency strategic plan.
- Mediate interpersonal problems during group facilitation between program participants
- Demonstrate trustworthiness
- Provide safe, inclusive, supportive groups for all individuals
- Understand and facilitate from a trauma-informed lens
- Maintain confidentiality.
- **Value Differences** by understanding different perspective and cultures, differentiating opinions and beliefs, and applying diverse experiences.
- Collaborate with co-workers in a positive manner. Work will cultivate and **instill trust** with others and **ensure accountability**.

#### Individual Support Program (ISP)

- Engage new clients through the client intake process and outreach to community partners for referrals when necessary.
- Provide one-on-one support to clients (called ISP) on topics including but not limited to: financial literacy, finding safe and affordable housing, access to educational opportunities, education on pregnancy stages and newborn care, and general support with parenting skills.
- Provide counseling to educate clients about the different options that are available and support them in reaching a decision on how to proceed with their pregnancy.
- Maintain a young moms client caseload.
- Provide client transportation to appointments or programming occasionally.
- Deliver supplies to clients or meet them out in the community occasionally.

#### Reporting

- Collect all necessary paperwork from clients.
- Complete program tracking forms, client intake and assessment forms and other agency-required documentation and reports as assigned.
- Enter client information into the YWRC database.
- Complete Quarterly Program Plans.
- Track program expenditures.
- Monitor and track programming outcomes, outputs and other information needed to document agency impact.
- Follow Agency Mandated Reporting Guidelines.

- Assure compliance with all applicable laws, regulations, policies and procedures and contract requirements

#### **Additional Duties**

- Effectively **communicate** with collaborators (school personnel, case managers, etc.).
- Demonstrate exceptional **situational adaptability** by readily adapting to new changes and understanding that different situations call for different approaches.
- Provide general support and guidance to new team members, volunteers and interns as needed.
- Stay current on trends and best practices related to young women.
- Maintain awareness of community resources and make referrals as necessary.
- Attend regular Collaborative Team Meetings with Young Moms staff.
- Attend agency meetings and additional staff trainings as necessary.
- Expand professional network.
- Support YWRC fundraising events.
- Support YWRC marketing and communication efforts.
- Any other duties as assigned.

#### **Required Education and Experience:**

- Possess a Bachelor's Degree in Social Work, Psychology, or related field, or 6 years or more of experience in the human service field and/or working with families with young children.
- 2 or more years of caregiving experience with infants, birth to six year or young caregivers.
- 2 years' experience working with a diverse population of youth.
- 1 year of experience in group facilitation.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of the fourth Trimester and infant care.
- Knowledge of human development and the dynamics of abuse and neglect and the effects of trauma.
- Knowledge of trauma informed care.
- Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with youth/families, staff and collaborative partners.
- Philosophical agreement with YWRC's mission, goals and values and knowledge of gender issues.
- Robust knowledge of community resources and assets.
- Knowledge of best practices regarding childcare and parenting.
- Creative and energetic.
- Possess proficient computer skills including Word, Outlook and Excel.
- Exceptional interpersonal, communication and relationship building skills.
- Knowledge of Post-Partum Mood Disorders.
- Effective solution-focused problem-solving skills.
- Strong organizational skills.
- Respect towards participants and coworkers, prompt communication and follow through as well as caring and respectful in communication.
- Valid driver's license, automobile insurance and access to personal vehicle.
- Ability to obtain mandatory reporter certification within 30 days of hire.
- Ability to obtain CPR/First Aid certification within 30 days of hire.

**Behavioral Expectations/Accountabilities:**

- Place the individuals we serve and the quality of our service first.
- Insist on excellence. Be accountable to one another. Be on time. Meet deadlines. Maintain the highest standards of honesty, integrity and communication. Assume positive intent.
- Set a good example. Maintain a positive attitude, be proactive, take ownership and be accountable for your actions.
- Treat others with respect and dignity. Embrace diversity and inclusion throughout the organization including co-workers, volunteers, clients, board members and vendors.
- Participate. Tactfully and constructively share your thoughts and ideas.
- Take initiative. Go above and beyond. Look for ways to add value.
- Build group cohesiveness and pride through teamwork. Give ideas a hearing. Look for what's right instead of concentrating on what's wrong. When interpersonal issues arise talk directly to the individual; do not discuss it with everyone else and spread discontent. Know when and how to apologize when something goes wrong. Focus on solutions, not blame.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.
- Support YWRC's mission, vision and values. Demonstrate confidence in the YWRC throughout the community.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity; repetitive motion of wrists, hands and/or fingers.
- Lift, carry, push, pull or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

**Environmental Concerns:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Occasional attendance at evening functions is required.
- Infrequent overnight travel is possible.