

Childbirth Educator

(04.26.22)

ABOUT OPEN ARMS

Open Arms was founded in 1997 by a small group of community members who envisioned a future where no one would have to give birth without support. They imagined a world that cherishes birthing people, their babies, families, and communities. Today, that vision translates into a powerful community-based organization with a team of more than 65 staff, doulas, and contractors serving more than 300 women and their families annually who qualify based on income. Open Arms primarily serves the Black, American Indian / Alaska Native, Somali and Latinx communities. Like our clients, over 90% of staff identify as people of color, and some are former clients. We are highly-regarded for providing culturally responsive and appropriate support.

Today, Open Arms has an annual operating budget of more than \$3.7 million dollars through a combination of funding from public institutions, private foundations, as well as individual donors. We are poised for more growth. We weathered and grew during the COVID-19 crisis thanks to careful planning, a talented team, and financial reserves.

Open Arms recognizes that the earliest experiences impact brain development, and we work with families to give our next generation the best beginning. Social justice and racial equity permeate all that we do. We work in true partnership with the communities we serve, listening to their hopes and dreams for pregnant people, babies and new parents, and providing resources to help transform those dreams into reality. Ninety percent of the world's wealthiest countries surpass the United States on measures of maternal and child health and well-being. This impact is felt disproportionately by American babies born into poverty, whose mothers too often suffer from stress, social isolation, domestic violence, food insecurity and unstable housing in addition to insufficient health and parenting resources. In King County today, American Indian / Alaska Native and Black infants are twice to four times more likely to die within the first 28 days of life than white infants. Open Arms' services work to address and mitigate these risk factors, so that pregnant people and babies receive the best possible start and avoid poor outcomes that can have negative consequences possibly lasting a lifetime.

Open Arms' services and community-based approaches are working. Open Arms is the first community doula program in the nation to be nationally accredited through HealthConnect One, a national leader in advancing equitable, community-based, peer-to-peer support for pregnancy, birth, breastfeeding, and early parenting. Our families' outcomes exceed local and national measures. Our agency has won several local awards including the Seattle Human Services Innovative Programs Award, as well as SOAR's Community Achievement Award. Our current funding partnerships with Best Starts for Kids, the Department of Children Youth & Families, the City of Seattle, and the Perigee Fund demonstrate that Open Arms has earned the support and respect of the local philanthropic community.



MISSION

Open Arms provides community-based support during pregnancy, birth, and early parenting to nurture strong foundations that last a lifetime.

VISION

Thriving children. Healthy families.
Powerful communities.

VALUES

- **Respect:** Holding complexity for people and cultures
- **Family:** Relationships are at the heart of what we do
- **Justice:** Boldly disrupting oppression

JOB DESCRIPTION

The Perinatal Collaborative for Childbirth Education is partnered with Center for Indigenous Midwifery and Pacific Islander Health board who are currently hosting culturally responsive childbirth education classes for the American Indian/ Alaska Native, Indigenous, Spanish Speaking and Pacific Islander focus communities. The Collaborative is looking to provide monthly one to two day intensive childbirth classes at no cost and are virtually accessible. Instructors are assumed to be culturally responsive educators and representative of African American/Black and multi-racial families in King County. This is contractor position with scheduling dependent on the proposed schedule the instructor will identify in the application.

Program Operations

- Coordinate referral process, intake process and referral reports
- Manage regular reporting schedules and requirements for external funders and internal systems
- Complete all monthly reporting as required by our grants and program model
- Track incoming referrals through Apricot
- Monitor client satisfaction through client surveys
- Assist with process and systems improvement, including implementing new tools and procedures for workflow efficiency.
- Ensure client confidentiality and HIPAA compliance

Data & Compliance Management

- Ensure data quality and fidelity
- Provide continuous CQI of all documentation and data inputs
- Monitor compliance of model fidelity measures and grant deliverables
- Maintain data compliance for certification needs and other funders.
- Communicate and work closely with Program Director regarding any compliance issues and about ongoing data and model compliance.
- Provide monthly reports in Apricot of enrollment, deliverables, and survey outcomes to Program Director

REQUIRED QUALIFICATIONS

- Demonstrated experience as a Childbirth Educator to the African American/ Black and Multi-racial families with at least one 1 year and teaching in a virtual setting
- Proficiency with technology and Microsoft Office applications, especially Excel, Outlook and Word; (Apricot and/or database experience a plus)
- Access to dependable personal computer, Wifi/ Internet Access, Webcam, Speaker, Microphone and Email
- Exceptional organizational skills and strong attention to detail
- High-level of personal and professional integrity and ethics.
- Ability to independently manage work time and ability to plan, coordinate, and prioritize work projects
- Strong interpersonal and communication skills over the phone, through email, virtually and face-to-face. Success in collaborating with a diverse team and with other teams across the organization
- Demonstrated ability to be proactive and follow through on completing tasks
- Ability to receive and provide constructive feedback
- Experience in working with BIPOC communities and a strong racial, disability, gender and economic justice framework
- Passion for and commitment to the mission of Open Arms including commitment to anti-racism, anti-oppression, and decolonization work with a focus on racial equity, reproductive justice, and birth justice
- An appreciation and understanding for community-based programs and the Lactation Support Peer Counseling model
- Aptitude for solving problems with creativity and resourcefulness
- Ability to develop positive relationship with clients, doulas, providers, staff
- Comfort with change and adapting to new structures and systems
- Ability to maintain confidentiality around sensitive information
- Background check and reference checks required
- Proof of eligibility to work as a contractor in the U.S.

Mental and Physical Requirements

The physical/mental demands and work environment 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 individuals with disabilities to perform the essential functions.

Mental Requirements:

This position continuously requires interpersonal skills, teamwork, customer service, use of discretion, performing basic math, independent judgment and/or independent action, and reading, writing, speaking, and understanding English. Frequently requires independent decision-making and problem analysis to make recommendations for improvement and/or be involved in discussions around changes. The position requires creative thinking for resourcefulness and process improvements. Attention to detail also required.

Physical Requirements:

This position continuously requires sitting, hearing (using assistive devices if needed), and repetitive motion of the hands/wrists. Open Arms is housed in a wheelchair accessible, scented building, with wheelchair accessible bathrooms. Access to reliable transportation will be required for work-related travel. Daily working conditions include an open-office work environment at our Seattle location on Beacon Hill*, normal office work, and occasional driving and travel to other locations as needed. Some tasks require the ability to lift items heavier than 10lbs. Employment is not dependent on the applicants' ability to lift items.

**See note below about COVID-19 work environment*

Work Environment

Note about COVID-19 work environment: Since March 2020, Open Arms quickly adjusted to a remote-work model for all office support staff and an adapted visit model for home-visiting doulas. We are keeping a remote-work schedule until further notice and the leadership team is carefully evaluating options for a safe reopening with input from staff. Meetings are all conducted virtually and some of the responsibilities outlined below will be put on hold or modified while we continue working remotely. Birth support still continues to happen in person and there have been adjustments made for safe, in-person client visits. We have also encouraged contractor to flex their schedules to accommodate for children being at home because of COVID-related impacts, and we support adjustments that parents need to make to juggle this complicated time. Feel free to discuss any concerns you have during the interview process.

Compensation

Based on the proposed budget that will be emailed to Program Director. Budget should present compensation based on the following:

1. Monthly one or two day intensive childbirth education classes from June – December 2022
2. 10 monthly administrative hours to complete: Referrals, Surveys and Monthly Reporting

APPLICATION PROCESS

Send a resume, cover letter and proposed budget to farrah@openarmsps.org with “**Childbirth Educator**” in the subject line by **May 15, 2022**. [Complete Open Arms Childbirth Educator Application](#). No phone calls or paper submissions please.

Currently interviews are being conducted virtually. If someone from our hiring team reaches out to schedule an interview, please let us know about any accommodations or technology needs you might have in order to participate in the interview.