



Job Description: Mentorship Lead

Overview:

The Pathways to Birth Program is a program that offers new doulas the opportunity to be supported while learning about attending births and serving clients.

There are two pathways, the Apprenticeship Pathway and the Mentored Pathway. The Apprenticeship Pathway is for doulas who would like to shadow or team up with an experienced doula, attending prenatal meetings, birth, and postpartum meetings with the experienced doula and costs the apprentice an additional \$130. The Mentored Pathway is for doulas who feel comfortable going to a birth by themselves but want to have a support system in place (a designated Mentor) for questions and situations that might arise. The Mentored Pathway is included in the certification cost. Doulas in the Apprenticeship and Mentored Pathways should be actively working towards PALS Doulas certification. Both pathways are for one birth.

Responsibilities:

The Pathways to Birth Lead is responsible for coordinating the matching of mentors and mentees within the Mentored Pathway and apprentices and preceptors within the Apprenticeship Pathway. This role facilitates doulas' journeys through these programs. This includes the following:

- Ensure all Pathways paperwork is current, including information posted on the website
- Provide most current info on Pathways programs to PALS Reps for doula workshops
- Recruit Mentors for Mentored Pathway and Preceptors for Apprenticeship Pathway
- Plan and host trainings for Mentors and Preceptors as needed
- Attend all Board Meetings and Annual Meeting
- Submit a monthly report for the Board Minutes.
- Submit information about ongoing projects and events to Enewsletter when requested.
- Create an annual budget for line items involving this role.
- Be aware of ongoing expenses/income for relevant budget items.



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Pathways to Births Lead Manual

General Responsibilities of Mentorship Lead:

- Keep paperwork current
 - Any changes in paperwork go to Secretary who updates them within the Google Drive
- Keep track of participants and where they are in program
- Respond to ongoing questions about program
- Hold Mentor and Preceptor Orientations
- Make sure website administrator has current information to post on website
- Send preceptor invoice to treasurer for payment (treasurer sends invoice back)
- Make sure evaluations from both pathways make it to the certification chair and certification processor
- Send monthly Mentorship report to Secretary for Board Minutes
- Send Enewsletter update when requested
- Attend all Board Meetings and Annual Meeting

Apprenticeship Pathway

When applications and payment for an apprenticeship are received, the Switchboard will email the application to you.

Applications are placed in the apprenticeship binder with the oldest dates in front to newest dates in back.

Fill out a pathway tracking form for the application and put in binder with application.

Email the apprentice an Apprentice Packet and note on tracking form.

When a preceptor notifies you that they have a family interested in an apprentice, get the location of family, birth and due date information from doula.

Call the apprentice applicant who has the oldest application first and see if they are available.

Continue to call until you find an available doula.



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Make sure to note all calls on the tracking forms.

Once you find an available doula, email the preceptor the apprentice application (the one the Switchboard sent you) and note on tracking form.

Move apprentice application from active to matched section in binder

When Apprenticeship Pathway is completed, preceptor will send an invoice to the Treasurer

Treasurer will scan the invoice and send it to pathway lead

Pathway lead approves invoice and send it to treasurer

Treasurer pays invoice and notifies pathway lead invoice has been paid

Pathway lead makes update to the precepted fee spreadsheet.

Move apprentice application to completed

Mentored Pathway

When applications for a mentorship are received, the Switchboard Operator will scan and/or email the application to you.

Applications are placed in the folder with the oldest dates in front to newest dates in back.

Make a pathway tracking form for the application and put in folder with application.

Email the mentee a Mentee Packet and note on tracking form.

Email mentors to see who is available

Make match of mentor and mentee, note on tracking form.

Continue to monitor relationship between mentor and mentee according to tracking form.

When a mentee self evaluation is received via email, save and send a copy to the certification processor.

Place the self evaluation and program evaluation in the binder and mark as complete



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Pathways to Birth Mentorship Lead

The Pathways to Birth Lead manages the mentored and apprenticed pathways by matching pathway applicants with mentees and preceptors and keeping track of the appropriate paperwork involved in those two programs.

Paperwork managed via a Google Excel Spreadsheet in the Board of Directors Google Docs>Mentorship Folder

The lead should also recruit new mentors and preceptors for continued support of the program.

Details

When an application and payment arrive in the PALS office the President will inform the Mentorship Lead and send the lead a scanned copy of the application.

The lead will contact the applicant to let them know they have received the application and email the applicant the appropriate pathway packet.

The lead will match a mentored pathway applicant with a mentor. The lead will send a scanned copy of the mentees application to the mentor.

The lead will match an apprenticed applicant with a preceptor when a preceptor becomes available. The lead will send a scanned copy of the apprentice's application to the preceptor.

The lead will update the 'unpaid preceptor account information' when an apprentice match is made.

The lead will follow up with mentees, mentors, apprentices and preceptors to make sure the 'match' is good.

The lead will follow up with mentees, mentors, apprentices and preceptors regarding appropriate paperwork.

The lead, after recruiting new mentors and preceptors will hold an orientation for them. During the orientation, the lead will go over how to talk to mentees and apprentices about Code of Ethics and Standards of Practice, PALS' Vision and Mission and Goals.