
Subject: Doula Volunteers

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Policy

Training and Development Procedures for Volunteers

In accordance with Texas State Day Care Licensing and Federal Head Start Standards requirements, North Texas Parent & Child Development, Inc. (NTPCD) requires all volunteers to undergo the following:

- TB Test
- Complete criminal background check,
- Fingerprint Applicant Services of Texas (FAST) application
- Three Volunteer Services References forms completed
- Sign Early Head Start Confidentiality Policy

Procedure

North Texas Parent and Child Development, Inc., Early Head Start (NTPCDI,EHS) recognizes the need for doula volunteers to work within the guidelines of the program.

NTPCDI, EHS will encourage doula volunteers from the public and within to work to enhance the program. Specifically the **DOULA VOLUNTEER PROGRAM** will be open to all who meet the requirements established.

An application must be submitted and an interview will take place for all potential Doula volunteers. Those who continue with the program as with all EHS volunteers will be required to have a background check and finger printing which will be paid for by the program.

NTPCDI, EHS will provide training and continuing support to the doula volunteers. A doula mentor will be available to support the volunteer during the initial deliveries. Monthly meetings will continue to educate and support the doulas. Information and training will be available to assist them in their doula business.

The cost for the onsite training will be paid for by NTPCDI, EHS. Individuals will pay \$50.00 for a manual and certification packet. All materials will be in compliance with Childbirth and Postpartum Professional Association (CAPPA) and the Early Head Start regulations. Training will be scheduled to conform to the needs of volunteers.

Employees, who opt to join the Doula Volunteer Program, must understand that the activities required as a doula will in no way interfere with their normal work hours or job description. Volunteer time will be restricted to days off, evening or weekend hours. A backup doula will attend the labor and delivery of a client when an employee is scheduled to work. No time off will be granted due to overnight births that will conflict with regular working hours.

No payment will be rendered to those giving volunteer hours to the program, whether employees or community resources. Each volunteer will use their own vehicle and pay all expenses.

EHS regulations concerning confidentiality will be stressed to each volunteer. In addition, the length of each volunteer's commitment to the program will be determined. A signed statement will be required to enter the Doula Volunteer Program that will cover these issues.

The program will do the initial enrollment of each pregnant woman. The necessary information will be furnished to the volunteer. Doula forms already in use by NTPCDI, EHS will be available for further information that will enable the doula to better serve the mother.

The continued contact with the pregnant woman is a vital part of the DOULA VOLUNTEER effort. The following will be the standard contact schedule:

1. A minimum of one home visit by the doula each month. At the request of the pregnant woman, more may be necessary.
2. Weekly contacts which may include telephone calls, cards, emails, etc.
3. Furnish a telephone number and encourage the pregnant woman to call if she needs information or "just to talk".