



MARILLAC MOMS

Supporting women with compassion and community,
inspired by St. Louise de Marillac.

Parish Engagement Opportunities with Training Guidelines and Time Commitments

Transitional Home Roles and Responsibilities

Program Manager: (filled – SVdP Council Office Role)

- Manages the program to ensure program uniformity across multiple transitional home locations
- May serve a dual role as Case Manager for assigned home
- To recruit parish and community volunteers
- Weekly check-ins with location-specific case managers and volunteers
- To recruit partnerships for resources which may include workforce development, childcare, mental health services, financial empowerment and life skills.
- Resources expert

Case Manager: Volunteer Parish Position / Program Manager to double as Case Manager

(to report to Program Manager-work in progress; will remain as a council office responsibility until further notice)

Responsibilities:

- Responsible for carrying out the transitional housing program at a given location, per written guidelines.
- Manages location-based volunteers
- Trained as a Vincentian home visitor
- Weekly phone or video calls with mom in the program
- Weekly check-in with location Volunteers
- Coordinates resource needs from Council (ie. SNAP, Medicaid, Food Market)
- Will keep a detailed log in CMS of Family's needs and progress

Training:

- Spend time going on Home Visits with a Conference Vincentian Home Visitors

- Learn CMS or where to find information in CMS and how to input ongoing information, ***or send detailed information regularly to the assigned Conference Homevisitor***
- EVENT CODE: will be important in CMS to differentiate between Conference work, WWMIN work, Marillac Moms work for tracking and report purposes.
- Introduction to Council Office specialists for SNAP, Medicaid, CAPS, Food Market

Volunteers: (to report to Case Manager)

1. Mentors / Life Skills Coaches

Responsibilities:

- 2 per family to meet weekly with Mom / family to discuss employment, medical needs, childcare logistics and budget
- To be a source of encouragement and trusted confidant to the family
- Encouraged but not required to be trained as a SVdP Home visitor
- Help as needed with household chores training and cooking (Life Skills coaching)
- Document progress / needs of the family and report to relevant Team Members

Training:

- Encouraged to go on Home Visits with SVdP Conference Home Visitors and learn the Vincentian approach to caring for Neighbors in Need
- Sisters for Life out of New York 12-part Video Series: <https://intoliferies.com/>
- Work with the Program Manager as new hurdles arise

Job Time Commitment: 2-5 hours per week / duration of time MOM is in the program

2. Parish / Walking with Moms in Need volunteer

Responsibilities:

- Serves as parish liaison to support SVdP conference and parish-level resources and parish sponsorships*
- Coordinate parish In-Kind collections and additional donations from the parish community*
- Work closely with the mentors, and parish ministries to ensure needs requests are made in a timely manner and not duplicated i.e. Conference Pantry / Thrift Store visits, collection for baby items, gift cards, etc.
- Trained as a Vincentian Home Visitor

Training:

- Spend Time going on Home Visits with a Conference Vincentian
- Attend the monthly SVdP Business meeting at your parish
- Get to know the WWMIN in Leadership Team and how the ministry can offer assistance at your parish
- Meet and speak with a designated parish staff member to understand parish protocols regarding opportunities for visibility in the parish, reaching out to specific ministries, how to request space in the parish as needed

Job Time Commitment: 1-3 hours per week / duration of time MOM is in the program

3. Job Coach/Budget Coordinator

Responsibilities:

- Meet with Mom within the first 14 Days of the program to implement a financial plan to include: guidance to improve credit, weekly budget plan, job coaching
- Check-in as needed to provide job and budget coaching
- Bring in credit counseling and professional resources as needed
- Coordinate [HANDS](#) application with Council staff – a savings incentive plan

Training:

- Money Management International: Online Classes for Coordinator - [Budget Guides from MMI](#)
- Coordinator will review and recommend / or take classes alongside MOM if more assistance is needed
- Dave Ramsey Courses available if preferred

Job Time Commitment: 1-3 hours initial interview / 1-2 hours per month

4. Apartment Inspector

Responsibilities:

- Weekly checks of the apartment to ensure chores are complete, cleanliness is attended to
- Inspector will follow a set checklist provided by Marillac Moms Program Manager and report directly to the Case Manager

Training:

- Case Manager will take the inspector(s) through the home and walk through the procedure and checklist provided by the Program Manager

Job Time Commitment: 1-2 hours per week/duration of time in the program

5. School Work Tutor

Responsibilities:

- Provide after-school tutoring for school-aged child(ren)
- Advocate / guide mom to advocate for child(ren) if more educational help is needed at the school

Training:

- Must have some teacher training: formal, volunteer, homeschool
- At MOM's consent introductions to the child(ren)'s teacher(s) will be made available based on need

Job Time Commitment: 1-3 hours per week/duration of the school year

6. Baby Shower Coordinator:

- Find a location for baby shower – parish hall, neighborhood pavilion, restaurant
- Reserve space for baby shower
- Coordinate invitations with MOM, family members and parish members
- Help MOM create a Baby Registry (Amazon, Target, Walmart – traditionally we use Amazon because there is a diaper fund for MOM to draw from as needed rather than storing boxes of diapers)
- Coordinate Food and Decorations for Baby Shower – usually through volunteer donations
- Think about including a special gift for other siblings
- Share Baby Shower information and sign-ups with parish / WWMIN Coordinator to send out to parish ministries and leaders.

Training:

- Receive help with setting up Sign-up Genius, Evites, Baby Registry if needed

Job Time Commitment: 2-4 hours per week for about 2-3 weeks (depending on how quickly you plan)

7. Meals for MOMS Coordinator

- Set-up a meal train for MOM and family
- Make sure to know any family allergies
- Ask about favorite foods and desserts
- Share Meal Train with parish / WWMIN Coordinator to send out to parish ministries and leaders

Training:

- Receive help with setting up Meal Train if needed

Job Time Commitment: 1-2 hours per week for about 2-3 weeks

Parish Sponsorship Opportunities* - (ask how individuals or ministries can sponsor)

- Base Parish Sponsorship: \$500/month
 - \$1,000 supports one month of housing
 - \$1,500 supports furnishings including a crib, car seat and rocking chair
 - \$5,000 supports the childcare during the CAPS gap
- In-kind Sponsorship Opportunities
 - Provision of household, baby, hygiene items for one mom as outlined by the volunteer mentor in a monthly needs list
 - Provision of one weekly meal during maternity leave
 - Diaper Sponsor: bi-weekly delivery of diapers and wipes
 - Self-Care Specialties: Encouragement basket of Mom goodies