

## Certification Committee Position Description

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**Purpose of Job:**

To review applications for certification as DONA birth and postpartum doula. To review applications for recertification as DONA birth and postpartum doula

*Committee:*

*Certification Committee* standing members include President, President Elect, Director of Certification, Director of Education and, as a provisional member, any Board of Director with an understanding of a language other than English

**Qualifications:**

- Certification reviewer must be a DONA certified (for a minimum of one (1) year) birth and/or postpartum doula, respectively
- Recertification reviewer must have been an active reviewer in good standing with a minimum of one (1) year experience as a certification reviewer on the certification committee; (ideally) having personally recertified as a DONA doula at least once
- Multi-lingual qualifications include fluency in at least one language in addition to English of which DONA International certification documents are available
- Good working knowledge of DONA International, the birth and/or postpartum doula Standards of Practice and Code of Ethics and the certification and/or recertification requirements
- Efficient computer skills, including Microsoft Word
- Phone, email and Internet capability
- International phone plan or Skype account
- Good interpersonal skills and willingness to offer guidance to certification candidates

**Responsible to:**

Director of Certification

**Time needed (per week):**

A minimum of 5 hours

**Stipend:**

A nominal per-packet stipend will be paid for each packet reviewed, upon receipt of the required expense report

**Application procedure:**

1. Complete online application
2. A resume or curriculum vitae (optional)
3. Disclosure of any potential conflicts of interest should be made with application
4. Signed confidentiality agreement

**[Apply](#)**