



## **We are Hiring Day Center Program Staff!**

On any given day there are more than 4,500 homeless families seeking shelter, help, support and safety in the city of Seattle. Since 1999 Mary's Place has empowered homeless women, children, and families to reclaim their lives and is best known as the only day center in King County where a homeless family can bring their children for immediate safety, shelter and support. Mary's Place serves hundreds of women and families annually, with over 35,000 visits last year to our day center alone.

### **Position Description:**

We are seeking a responsible and energetic individual with a passion for serving homeless women and families at our day center shelter location. Staff creates a welcoming atmosphere of safety, stability, dignity, and hope to restore the lives of homeless women and families. General responsibilities include coordinating day room activities, assessing and meeting the needs of our guests, leading and facilitating groups, and maintaining the group schedule.

### **Key Responsibilities:**

- Assist homeless women and their children by providing referrals and resources
- Work with outside agencies to arrange for needed services at the day center
- Distribute hygiene items and coordinate shower and laundry times
- Lead groups on personal development
- Determine volunteer activities and develop positive relationship with volunteers
- Ensure scheduled program is implemented and meals are organized
- Ensure all responsibilities are carried out and enforce Mary's Place rules and policies
- Provide crisis management and set appropriate limits as needed
- Maintain calm in the day center and model positive behavior
- Communicate regularly with other staff members and leadership to ensure consistency and quality of service
- Maintain appropriate records and documentation
- Embrace the Mary's Place mission of empowering homeless women
- Adhere to staff guidelines as outlined in the Employee Handbook
- Perform other duties as assigned

### **Skills/Qualifications Required:**

- College degree in social services or related field
- Experience working in a shelter setting or with homeless populations strongly desired
- Demonstrated problem solving, conflict mediation and crisis management skills

- Ability to set appropriate boundaries and maintain calm demeanor in a chaotic setting
- Highly motivated, resourceful, flexible, and possesses a positive attitude and sense of humor
- Strong communication and documentation skills
- Exhibits compassion and empathy
- Works well with women and children from all ethnic, social, economic and sexual orientation background

**Details:**

This is a part time position – up to 24 hours a week including holidays. Compensation is \$13-15/hour. Mary's Place is an Equal Opportunity Employer.

**How to Apply:**

Applications accepted until the position is filled. Please send cover letters and resume to [jobs@marysplaceseattle.org](mailto:jobs@marysplaceseattle.org) No phone calls please, only applicants selected for interviews will be contacted.

[www.marysplaceseattle.org](http://www.marysplaceseattle.org)