



We're Hiring Evening Support Staff!

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes!

Position Description

We are seeking a responsible and energetic individual with a passion for serving families at our nighttime shelter locations. General responsibilities include coordinating and facilitating evening activities, providing basic care and crisis management, maintaining a set program schedule, and offering acceptance and hope.

Key Responsibilities

- Facilitate an established nightly schedule including evening activities, dinner, accepting donations, space transition, and clean up
- Provide crisis management and set appropriate limits as needed
- Maintain a calm demeanor and model positive behavior
- Determine volunteer activities and develop positive relationship with volunteers by facilitating involvement and interaction
- Communicate regularly with other staff members and supervisors to ensure consistency and quality of service
- Maintain client records and documentation
- Provide resources and referrals to families as needed
- Facilitate emergency intakes throughout the evening
- Participate in regular staff meetings as well as weekly community meetings
- Embrace the Mary's Place mission of empowering homeless women, children, and families and adhere to staff guidelines as outlined in the Employee Handbook

Skills/Qualifications Required

- College degree or two years in relevant work experience; experience working in a shelter setting or with homeless population preferred
- Demonstrated problem solving, conflict mediation, and crisis management skills
- Ability to set appropriate boundaries and maintain professional demeanor in a high stress environment
- 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 men, women and children from all ethnic, social, economic and sexual orientation backgrounds

Details

This is a full-time position requiring 40 hours a week. The schedule includes evenings, weekends and some holidays. Rate of pay is \$14-\$16 an hour DOE. In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and very competitive family rates
- Unlimited use ORCA pass for just \$3.50 per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program
- Short and long term disability insurance

Mary's Place is an equal opportunity employer.

How to Apply

Applications accepted until the position is filled. Please submit cover letter and resume jobs@marysplaceseatle.org. No calls please. Only applicants that receive an interview will be contacted.

www.marysplaceseatle.org