



## **We're hiring a Family Center Day Lead Staff at the Family Center in The Regrade!**

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 responsible and energetic individual with a passion for serving families at our Mary's Place Family Center at 2205 7<sup>th</sup> Ave. Seattle. The Family Center Day Lead will work with parents and children experiencing homelessness who are in need of a safe setting to find refuge and stability. General responsibilities include coordinating and facilitating day time activities, providing basic care and crisis management, maintaining a set program schedule, serving as the decision-making staff in the absence of the supervisor, and offering acceptance and hope.

### **Key Responsibilities**

- Work in partnership with Mary's Place Day Services Coordinator and Supervisor to ensure optimal functioning of daytime programming
- Facilitate an established daily schedule including evening activities, dinner, accepting donations, space transition and clean up
- Work with guests to provide crisis management and set appropriate limits as needed
- Support the coordination of the on-site Mary's Place EmpowerU internship by corresponding with the EmpowerU Internship Coordinator and Day Services Coordinator about intern progress, performance, and concerns as well as provide interns with on-the-job feedback
- Serve as decision-making staff and provide oversight for other team members in the absence of the supervisor
- Maintain a calm demeanor and model positive behavior
- Determine volunteer activities and develop positive relationship with volunteers by facilitating involvement and interaction
- Support staff to run the Mary's Marketplace incentive store
- Communicate regularly with other staff members to ensure consistency
- Maintain client records and documentation

- Possess a working knowledge of outside agencies that provide in-kind and client services, provide resources and referrals to families as needed
- Assist in providing oversight for welcome desk and hygiene center
- Participate in regular staff meetings
- Embrace the Mary's Place mission of empowering homeless families and adhere to staff guidelines as outlined in the Employee Handbook
- Perform other duties as assigned

## **Qualifications**

- College degree or three years in relevant work experience; some experience in social or homeless services preferred
- Demonstrated problem solving, conflict mediation and crisis management skills
- Ability to set appropriate boundaries and maintain professional demeanor in an environment that can be high stress
- 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 backgrounds
- Ability and willingness to work a flexible schedule as needed

## **Compensation**

This is a full-time position (40 hours a week with paid overtime, as needed) with a rate of pay of \$16.00 to \$18.00 an hour.

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

## **How to Apply**

Applications accepted until the position is filled. Please submit cover letter and resume to [jobs@marysplaceseattle.org](mailto:jobs@marysplaceseattle.org). No phone calls please. Only applicants that receive an interview will be contacted.