



We're hiring Overnight Support Staff!

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

Position Description

We are seeking a responsible and energetic individual with a passion for serving families at our nighttime shelter locations. Overnight support staff work with homeless parents and children who are in need of a safe setting to find refuge at night. General responsibilities include providing basic care and crisis management, general housekeeping and facility maintenance, maintaining a set program schedule, and offering acceptance and hope. ***This position requires that the staff member remain awake and alert for all overnight hours worked.***

Key Responsibilities

- Assist families experiencing homelessness with any issues that may arise during the night
- Provide crisis management over the phone and in-person
- Work with the police and other individuals to facilitate emergency intakes throughout the night
- Wash bedding nightly and assist with general housekeeping tasks and organizational projects
- Facilitate the morning routine including: wake-up, breakfast, chores and packing away sleeping spaces
- Communicate with other staff members including the maintenance of ongoing client documentation
- Provide resources and referrals to families as needed
- Participate in regular staff meetings
- Maintain a calm demeanor and model positive behavior
- Embrace the Mary's Place mission of empowering homeless families and adhere to staff guidelines as outlined in the Employee Handbook

Skills/Qualifications Required

- College degree or three years in relevant work experience; some experience in social or homeless services preferred
- Good at problem solving, conflict mediation and crisis management

- 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
- Sensitivity to the needs of clients who are homeless, low-income, limited English speaking, or impacted by domestic violence, substance abuse or other barriers to employment.
- Commitment to diversity and an ability to work well with diverse family styles and multi-ethnic populations

Details

We are hiring for part-time overnight support staff, some weekends, evenings, and holidays are required. Salary is \$14-16/hour DOE. Mary's Place is an Equal Opportunity Employer.

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: jobs@marysplaceseattle.org No phone calls please. Only applicants selected for interviews will be contacted.

www.marysplaceseattle.org