



We're Hiring Full-Time Overnight Support Staff!

Since 1999 Mary's Place has empowered homeless women and children to reclaim their lives and is best known as the only day center in King County where a homeless woman can bring her children for safety, shelter and support. Mary's Place serves hundreds of women and children 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 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. Staff creates a welcoming atmosphere of safety, stability, dignity and hope to restore the lives of homeless parents and their children. General responsibilities include providing basic care and crisis management, general housekeeping and facility maintenance, maintaining a set program schedule and offering acceptance and hope when it feels like the rest of the world has walked out. **This position requires that the hired staff member remain awake and alert for all overnight hours worked.**

Key Responsibilities:

- Assist homeless parents and their children 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
- Exhibits compassion and empathy and works well with women and children from all ethnic, social, economic and sexual orientation backgrounds

Details:

This is a **full-time** position requiring 40 hours per week. \$12-14/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