



We're hiring a Day Services Lead!

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!

Valuing diversity and championing equity are core values at Mary's Place. Mary's Place is an equal opportunity employer with a culturally diverse work environment and a commitment to social justice.

Position Description

We are seeking responsible and energetic individual with a passion for serving families experiencing homelessness at one of our Mary's Place Family Centers in north or south Seattle. 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 at the Mary's Place Family Center
- Facilitate an established daily schedule including evening activities, dinner, accepting donations, space transition, and clean up
- Work directly with Mary's Place families (guests) providing crisis management and setting 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 the 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 volunteer involvement and interaction
- Support staff to run the Mary's Marketplace incentive store
- Maintain client records and documentation

- 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
- Possess a working knowledge of outside agencies that provide in-kind and client services, provide resources and referrals to families as needed
- 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 requiring 40 hours a week, including some weekends and some holidays, rate of pay is \$16-18/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 competitive family rates
- Unlimited use ORCA pass for a small deduction 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

How to Apply

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

www.marysplaceseattle.org