



We're Hiring a Day Services Manager!

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 a responsible and energetic individual with a passion for serving families at our shelter locations. You will work with homeless parents and children who are in need of a safe setting. Staff creates a welcoming atmosphere of safety, stability, dignity and hope to restore the lives of homeless parents and their children. General responsibilities include supervising staff, coordinating and facilitating activities, providing basic care and crisis management, and maintaining program schedule.

Key Responsibilities

- Act as managing supervisor for support staff by mentoring and providing leadership
- Ensure responsibilities are carried out and enforce Mary's Place rules and policies
- Maintain ongoing and open communication with Site Director as well as other management and support staff
- Assist our guest families with any issues that may arise, including providing crisis management and setting appropriate limits as needed
- Facilitate an established daily schedule including activities, meals, and clean up
- Assist Site Director in maintaining shelter staffing schedule
- Provide oversight and training for the incentive store program and donations
- Facilitate emergency intakes as needed
- Assist with inventory and weekly supply orders
- Establish volunteer activities and develop positive relationships with volunteers by facilitating involvement and interaction
- Supervise the completion of general housekeeping tasks by staff and guests
- Communicate with other staff members including the facilitation of ongoing client documentation through logs in Agency system
- Provide resources and referrals to guests as needed
- Participate in regular staff and supervisory meetings

- Maintain a calm demeanor and model positive behavior
- Embrace the Mary's Place mission of empowering homeless women, children and families and adhere to guidelines as outlined in the Employee Handbook
- Perform other duties as assigned

Skills/Qualifications Required

- College degree in social services or related field; experience working in a shelter setting or with homeless populations strongly desired
- Proven ability to lead a team; previous supervisory experience preferred
- Possess a working knowledge of outside agencies that provide in-kind and client services (e.g., ID assistance, food banks, etc.)
- Demonstrated problem solving, conflict mediation, and crisis management skills
- Ability to set appropriate boundaries and maintain calm demeanor
- Highly motivated, resourceful, flexible, and possesses a positive attitude
- 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

Compensation

This is a full-time, exempt position requiring extended hours (40-50 hours per week) to meet all requirements. Salary is \$35,000-\$49,000 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. Priority is given to internal applicants. Please submit cover letter and resume to jobs@marysplaceseatle.org. No phone calls please. Only applicants selected for an interview will be contacted.

www.marysplaceseatle.org