

## Mary's Mantle Job Opening

**Position Title:** After Care Coordinator

**Status:** Position will be either Part-Time or Full-Time, depending on program need at time of hiring.

**Hours:** 25 hours a week per week for Part-Time

40 hours per week for Full-Time

Position pays between \$16.00-\$18.00/per hour, based on experience. Monthly health care stipend provided by Mary's Mantle for Full-Time Position

**About Mary's Mantle:** Mary's Mantle, an Apostolate of the Catholic Church, is a residential program that accommodates four expectant homeless mothers at a time who are at least eighteen years old, regardless of their religious affiliation. The After Care Program supports the women once they move out of the Mary's Mantle Residence and into their own house, until the baby born at Mary's Mantle reaches the age of 5.

**Position Summary:** The After Care Coordinator will be responsible for the oversight of the After Care Program. The coordinator's primary purpose is to assist the clients in the program move toward achieving the goal of family, self-development and independence by providing case management, support, and resources. The After Care Coordinator will help develop the overall program, and also potentially supervise a part-time staff.

**Responsibilities** include but are not limited to:

- Manage cases, caseload to be determined.
- Complete regular Home Visits with each client on caseload.
- Refer clients to appropriate community services.
- Help spiritually develop the women and link them to churches.
- Prepare written case histories, progress notes, and other necessary documentation for case files.
- Track After Care Program data on a regular basis.
- Assist in developing programming vision, mission, and guidelines.
- Supervise After Care Case Manager (potentially).
- Attend staff meetings.
- Other duties as required.

**Physical Requirements:** Normal business and community environment, ability to operate keyboard, ability to communicate verbally and in writing. Use of personal vehicle for home visits and client transportation.

**Education, skills and experience:**

- Bachelor's degree in social work, human services or related field. Master's degree preferred.
- Previous experience in human services field and experience with providing in-home services necessary.
- Candidate must be Catholic and willing to uphold the teachings of the Catholic Church in relation to the job and program.

- Excellent judgment and crisis intervention skills
- Reliable transportation.

Interested applicants should send cover letter and resume to Katie Montes at [katie.montes@marysmantle.net](mailto:katie.montes@marysmantle.net). Please indicate in cover letter if you are interested in full time or part time employment.