



## **Mary's Mantle Job Opening**

**Position Title:** House Mother

**Status:** Live-in Position

**Shift:** The House Mother lives at the Mary's Mantle home in Southfield, MI.

Working Hours: Monday-Sunday 9:00pm to 9:00am (overnight/7 days a week)

Sunday 9:00am to 9:00pm (day shift)

### **About Mary's Mantle**

Mary's Mantle is a residential program rooted in the Catholic faith. The home is designed to accommodate four expectant mothers at a time who are at least eighteen years old, regardless of their religious affiliation. Mary's Mantle is a safe haven where expectant mothers can fully realize their potential as children of a loving God.

### **Primary Job Responsibilities**

The House Mother is responsible to assist in all aspects of residential operations and to support delivery of programs and services in fulfillment of the mission of Mary's Mantle. The House Mother ensures the maintenance of safe, secure, and healthy housing for the women (and babies) in residence of the Mary's Mantle home.

- Provide staff coverage in the residence overseeing basic operations, including chores, curriculum, and follow-up with the residents on any assigned activities by the Case Manager or House Manager.
- Ensure that Resident Guidelines are followed and take corrective actions with any residents who are in violation.
- Ensure that any threat to safety or serious health issues regarding the residents (or babies), including the on-set of labor, is handled immediately.
- Provide spiritual support to the women in residence, under direction of /with the support of the Spiritual Coordinator.
- Chaperone social functions.
- Attend monthly staff meetings.
- Other duties as assigned.

### **Job Requirements**

- Minimum of High School diploma.
- Have personal or professional experience with the population that Mary's Mantle serves.
- Be a practicing Catholic.
- Ability to work with a diverse group of individuals with respect and an open mind.
- Ability to give direction to residents, while maintaining a friendly, professional working relationship.
- Valid driver's license.

**Physical Requirements**

Normal environment in a residential program with typical residential and business equipment; ability to communicate verbally and in writing; ability to respond quickly; ability to operate a keyboard. Private quarters that include bedroom and bathroom and use of shared kitchen for meals.

Interested applicants should send cover letter and resume to Katie Montes at: [katie.montes@marysmantle.net](mailto:katie.montes@marysmantle.net)