



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

**Position Title:** Support Staff

**Status:** Part-Time (Hourly)

Approximately 10 hours per week

\$12.00/hour

**Shift:** Evening shift 5:00 PM - 9:00 PM one day per week (M-F)

Weekend shift 9:00 AM – 3:00 PM or 3:00 PM – 9:00 PM (Saturday or Sunday)

### **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 daughters of a loving God.

### **Primary Job Responsibilities**

Mary's Mantle is looking for a part-time Support Staff to work one evening per week and one weekend shift. The days are flexible, but the candidate must have availability on a week night and weekend availability.

The primary duties are to work in the Mary's Mantle home and ensure that the needs of the residents are being met. The support staff will ensure that the basic operations of the program are being met, including, chores, curriculum, and following up on any assigned structured activities and responsibilities identified by the Program Manager or House Mother. The support staff will ensure that Resident Policy and Procedures are being followed. The support staff will be responsible for providing transportation to approved places for the residents, as needed. The candidate should be able to engage and maintain relationships with the women in the program in a loving, consistent manner.

### **Job Qualifications**

- Minimum of High School diploma. Some college experience in Social Work, Psychology, or Human Services, is preferred.
- 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.

Interested applicants should send cover letter and resume to Katie Montes at [katie.montes@marysmantle.net](mailto:katie.montes@marysmantle.net). Please highlight in cover letter why you are interested in working in a Catholic Maternity home.