



Mary's Mantle Job Opening

Position Title: House Mother

Status: Live-in Position, 5 nights per week.

Shift: 5 nights per week (9:00 PM – 9:00 AM)

2 evenings per week (5:00 PM – 9:00 PM)

Occasional Sunday morning shifts to accompany women to church

Position Summary: Responsible to assist in residential operations and to support delivery of programs and services in the fulfillment of the mission of Mary's Mantle, in accordance with principles, policies and procedures.

Essential Job Functions:

- Assist in the management of the Mary's Mantle home.
- Hire and train House Mother Relief Staff.
- Supervise the House Mother Relief Staff.
- Provide staff coverage in the residence overseeing basic operations, including chores, curriculum, and/or follow up with residents on any assigned structured activities or other resident responsibilities identified by Case Manager or Residential Program Manager.
- Develop relationships with the women in residence in order to help them grow in their role as mothers.
- Assist in the management and ensure that all program policies and procedures are followed and report violations to the Program Manager
- Ensure that any threat to safety or any contagious, infectious, or serious health issues regarding adult or child residents are reported to staff member on call immediately. This includes onset of labor for a resident.
- Respond quickly and appropriately in the event of an emergency or life-threatening situation by calling 911.
- Provide overnight coverage in the residence and ensure the home is safe and alarmed
- Complete any required documentation, including incident reports.

Other:

- Attend regularly scheduled staff meetings
- Meet monthly with a trusted spiritual director
- Other duties as required

Physical Requirements: Normal environment in a residential program with typical residential and business equipment; ability to operate keyboard; ability to communicate verbally and in writing; ability to respond quickly. For overnight shifts, private quarters that include bedroom, sitting area and full bath; use of kitchen for meals.

Education, Skills, Experience:

- Previous experience in human services field or related education
- Excellent judgment skills
- Basic computer literacy in word processing and spreadsheet software
- Strong crisis intervention skills
- Ability to maintain confidential information
- Good communication skills, verbal and written

Interested applicants should e-mail cover letter and resume to Katie Montes at katie.montes@marysmantle.net

