



Mary's Mantle Job Opening

Position: House Supervisor

Shift Schedule:

- Monday–Friday: 4:00 PM – 9:00 PM
- One overnight shift per week: 9:00 PM – 9:00 AM

Specific scheduling details will be discussed during the interview process.

Reports to: Director of Client Services

Position Summary

The House Supervisor is responsible for the overall supervision and daily operations of the Mary's Mantle home. This role blends leadership, staff supervision, and hands-on engagement within the residence to ensure a safe, supportive, and nurturing environment for pregnant women, mothers, and their children. The House Supervisor plays a key role in supporting residents as they grow in independence and confidence in their roles as mothers while ensuring program standards and policies are consistently followed.

Essential Job Functions

Staff Leadership & Supervision

- Hire, train, and supervise Support Staff.
- Provide ongoing guidance, training, and support to Support Staff to ensure quality care and consistency.
- Provide individual supervision to all Support Staff at least once per month (phone, Zoom, or in person).
- Create and manage the Support Staff schedule to ensure adequate house coverage at all times.
- Conduct Support Staff meetings as needed.
- Be on-call, as needed, to assist Support Staff with problem-solving during shifts when unexpected issues arise.

Home Operations & Maintenance

- Oversee all home and vehicle maintenance, including scheduling lawn care, snow removal, routine household and vehicle maintenance, and addressing repair needs as they arise.
- Oversee meal planning, grocery shopping plans, and the creation of weekly chore charts for residents.

Resident Support & Program Oversight

- Oversee the dinner shift Monday through Friday (4 PM – 9 PM) and work one overnight shift per week.
- Develop positive, supportive relationships with residents to encourage growth, accountability, and healthy parenting skills.
- Provide transportation to residents as needed.
- Ensure all program policies and procedures are followed consistently.

- Monitor resident well-being and immediately report any safety concerns, contagious or serious health issues (adult or child), or onset of labor to the staff member on call.
- Respond promptly and appropriately in emergency or life-threatening situations, including calling 911 when necessary.
- Complete required documentation, including incident and accident reports.

Other Duties

- Attend regularly scheduled staff meetings.
- Perform other duties as assigned to support the mission of Mary's Mantle.

Physical Requirements

This position operates in a residential, business, and community environment. The employee must be able to communicate effectively verbally and in writing, operate a keyboard, and use a personal vehicle when necessary (in emergencies or when Mary's Mantle vehicles are unavailable) for resident transportation.

Education, Skills, and Experience

- Minimum of a high school diploma required; some college coursework in Social Work, Psychology, Human Services, or a related field is strongly preferred.
- Prior leadership and supervisory experience required.
- Ability to work respectfully and effectively with a diverse population.
- Ability to provide direction and maintain boundaries while fostering a warm, professional, and supportive environment.
- Valid driver's license required.

Compensation & Benefits

- **Hourly Pay:** \$19-\$21 per hour, based on experience
- **Status:** Full-time (37–40 hours per week)
- **Health Benefits:** Health Savings Account (HSA) with employer contribution of \$400 per month
- **Retirement:** 403(b) retirement plan
- **Paid Time Off:** PTO package
- **Training:** Paid training provided

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