



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

**Position Title:** Support Staff

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

Approximately 20 hours per week

**Shift:** **Evening and Weekend Availability**

Evening shifts are from 5:00 PM - 9:00 PM, Monday through Friday

Weekend shifts are from 9:00 AM – 9:00 PM, Saturday and Sunday

Overnight shifts are from 9:00 PM – 9:00 AM, Friday and Saturday

***\*Candidate must be available to work 15-20 hours per week among the shifts listed above.***

### **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 Support Staff's primary duties are to work in the 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 Case Manager. 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.

### **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.
- Candidate must be open to working for a Catholic organization and uphold the teachings of the Catholic Church.
- 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)