Mary's Mantle
A Catholic Home For Expectant Mothers

Position: Support Staff – Part Time Hourly (12-32 hours per week)

Employees will be scheduled for 12-32 hours per week using a combination of the shifts listed below. Specific shift assignments will be discussed during the interview process.

Shifts Available:

- **Overnight:**
  - Monday 9:00 PM – 9:00 AM
  - Wednesday 9:00 PM – 9:00 AM
  - Sunday 9:00 PM – 9:00 AM
- **Saturday:**
  - 9:00 AM – 3:00 PM
  - 3:00 PM – 9:00 PM
- **Sunday:**
  - 3:00 PM – 9:00 PM

Position Summary

The Support Staff position is responsible for ensuring the safety, supervision, and well-being of residents within the home. This role focuses on maintaining a safe and structured residential environment by monitoring daily activities, enforcing program guidelines, and ensuring house policies and procedures are followed. Support Staff provide consistent presence in the home, respond to safety concerns or emergencies, and support residents with basic day-to-day needs as appropriate.

Essential Job Functions

- Provide staff coverage in the residence to ensure resident safety and supervision at all times
- Monitor and reinforce compliance with house rules, resident guidelines, and program policies
- Oversee basic household operations, including chores and resident responsibilities, to ensure expectations are met
- Assist women and babies in residence with daily living tasks as needed
- Provide transportation to approved locations for residents, as needed
- Maintain appropriate, supportive relationships with residents while setting clear boundaries and expectations
- Observe and promptly report any safety concerns, policy violations, contagious or infectious illnesses, serious health issues, or onset of labor to the staff member on call
- Respond quickly and appropriately to emergencies or life-threatening situations, including calling 911 when required
- Complete required documentation, including incident and safety reports

Other Responsibilities

- Attend required staff meetings
- Perform other duties as assigned

Physical Requirements

This position functions in a residential, business, and community environment and requires the ability to communicate

verbally and in writing, operate basic office equipment, and use a personal vehicle when program vehicles are unavailable for emergencies or resident transportation.

Education, Skills, and Experience

- Minimum of a high school diploma required; some college coursework in Social Work, Psychology, or Human Services preferred
- Ability to work respectfully and effectively with a diverse population
- Ability to enforce rules and provide direction while maintaining a calm, professional, and supportive presence
- Valid driver's license required

Compensation & Benefits

- **Hourly Pay:** $15–$16 per hour, based on experience
- **Status:** Part-time (12-32 hours per week)
- **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