



St. Mary's Center
for Women and Children
Change comes from the Center

Relief Staff Margaret's House

St. Mary's Center for Women and Children offers innovative and family-centered programs for women and children who have experienced trauma and are living in poverty. Placing families at the center of our efforts, St. Mary's Center works in partnership with young women, many of them mothers, to break the intergenerational cycle of poverty and achieve lasting, powerful change by building their emotional well-being, educational achievements, and economic independence.

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary's Center supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

This is a Direct Care position in the **Margaret's House Family Shelter**, a program of St. Mary's Center for Women and Children. **Relief** staff known as "**Family Advocates**" are responsible to provide a safe living environment for residents while facilitating counseling, advocacy, and support where appropriate.

Margaret's House provides family shelter, a welcoming environment, and the resources needed to create pathways out of poverty for homeless women and their children. Many of these families have a history of trauma, domestic violence, and substance abuse. Assessing each family individually, in terms of its strengths and needs, Margaret's house offers access to comprehensive array of services, including maternal-child health and nutrition education as well as parenting, child development, financial literacy, and employment skills training. Housing advocated prepare and support each family's move to permanent housing and continue support during a 12-month stabilization period.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Professional/Academic:

- ✓ High School Diploma required.
- ✓ Bachelor's degree in related human service field preferred.
- ✓ 1 year related experience in human services or residential setting.
- ✓ College students encouraged to apply.
- ✓ **Spanish, Haitian-Creole, and Cape Verdean speaking individuals encouraged to apply**

Necessary Skills/Abilities:

- ✓ Maintain professional ethics, boundaries and client confidentiality
- ✓ Patient, understanding, and supportive
- ✓ Good written and oral communication skills
- ✓ Word processing and computer skills
- ✓ Strong interpersonal skills
- ✓ Ability to prioritize and manage multiple tasks
- ✓ Ability to work well under pressure
- ✓ Highly flexible and energetic
- ✓ Maintains an attitude of fairness, openness, and respect

Work Schedule: Relief – day, evening, overnight shifts available. Relief staff required to work a minimum of 24 hours per month contingent upon program needs.

To Apply: Submit cover letter with qualifications that relate to this position and resume to jobs@stmaryscenterma.org
Include in Subject Line: "Margaret's House Relief".

Must successfully complete St. Mary's required background record checks. Must possess a valid Driver's License and meet minimum safe driver criteria.

Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

